

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

TABLE OF CONTENTS

I.	INTRODUCTION	3
II.	AGENCY-WIDE	7
	A. FY 1999 PLAN UPDATE	11
	Workforce Profile and Analysis	13
	Report on Objectives/Action Items and Their Accomplishment	29
	Affirmative Employment Goals	45
	B. FY 1998 ACCOMPLISHMENT REPORT	49
	Noteworthy Activities/Initiatives	51
III.	HEADQUARTERS	57
	A. FY 1999 PLAN UPDATE	61
	Workforce Profile and Analysis	63
	Report on Objectives/Action Items and Their Accomplishment	79
	Affirmative Employment Goals	87
	B. FY 1998 ACCOMPLISHMENT REPORT	91
	Noteworthy Activities/Initiatives	93
IV.	APPENDIX	99
	Glossary	101

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

I. INTRODUCTION

The U.S. Environmental Protection Agency (EPA) was established as an independent agency of the Federal executive branch on December 2, 1970, to foster and administer government direction and action on environmental issues. The EPA is responsible for abatement and pollution control through the integration of a variety of research, monitoring, standard setting, and enforcement activities. It also coordinates and supports research and anti-pollution activities by state and local governments, private and public groups, individuals, and educational institutions. Further, the Agency supports efforts among other Federal agencies to examine the impact their environmental activities may have on the American public.

The enactment of major new environmental laws and important amendments to older laws have greatly expanded EPA's responsibilities. The Agency now administers the following nine comprehensive environmental laws:

- ! Clear Air Act (CAA);
- ! Clean Water Act (CWA);
- ! Safe Drinking Water Act (SDWA);
- ! Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or "Superfund");
- ! Resource Conservation and Recovery Act (RCRA);
- ! Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA);
- ! Marine Protection, Research, and Sanctuaries Act (MPRSA);
- ! Toxic Substances Control Act (TSCA); and
- ! Uranium Mill Tailings Radiation Control Act (UMTRCA).

The EPA is headed by an Administrator appointed by the President with the advice and consent of the Senate. A Deputy Administrator, nine assistant administrators, a chief financial officer, an inspector general, a general counsel, several staff offices, and ten regional administrators complete the senior management team.

The Agency's Equal Employment Opportunity (EEO) Program is an important function within the management structure. The Office of Civil Rights (OCR), a staff office within the Office of the Administrator, provides Agency-wide direction, coordination, monitoring, and evaluation of equal opportunity and affirmative employment objectives. It establishes the broad administrative policies for success in the Agency's equal opportunity and affirmative employment initiatives. Management officials at all levels are required to ensure that the program's goals and objectives are met within their respective organizations. The OCR Director reports to the Administrator and is a member of the Agency's senior staff. The OCR advises and helps senior and mid-level management officials establish, maintain, and conduct programs to promote equal opportunity and affirmative action at all levels and segments of the Agency's work force.

The Agency is comprised of nine major program offices--which include three major and several

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

smaller laboratory locations--and ten regional offices throughout the United States. The assistant regional administrators serve as regional directors of civil rights and are responsible for all civil rights functions under their authority. Three separate area directors of civil rights, who report to the OCR Director, provide guidance and direction in planning, developing, implementing, and evaluating their EEO/Affirmative Employment Program to the laboratory locations.

The OCR consists of three major units: **Complaints Resolution, External Compliance, and Work Force Diversity and Analysis.** The centralized Complaints Resolution function manages the Agency's Discrimination Complaints Program pursuant to Title VII of the Civil Rights Act of 1964, as amended, and other non-discrimination statutes and guidelines. The unit recommends Agency-wide policies and procedures for processing allegations of discrimination based on race, color, religion, sex, national origin, age, and/or physical or mental disability. Further, the unit selects and trains collateral-duty EEO counselors who, as neutral third parties, attempt to solve such allegations informally. The unit also establishes counseling procedures, reviews EEOC decisions, and administers the Agency's systems for intake, investigation, and monitoring/tracking of formal complaints.

The External Compliance staff manages the Agency's External Compliance Program in accordance with Title VI of the Civil Rights Act of 1964, as amended, and other external civil rights statutes to ensure that recipients of EPA financial assistance do not discriminate on the basis of race, color, or national origin. The unit serves as the Agency's Title VI Coordinator pursuant to the Act, Executive Order 11764, and regulations of the Department of Justice.

The Work Force Diversity and Analysis (WDA) staff ensures implementation of the Agency's six special emphasis programs. The unit includes six EEO managers who serve both as liaisons with individual EPA organizations and as national Special Emphasis Program (SEP) managers. As SEP managers, they administer the Federal Women's Program, Black Employment Program, Asian and Pacific Islander Employment Program, Hispanic Employment Program, American Indian Employment Program, and People with Disabilities Employment Program. They also provide guidance to formally-appointed collateral-duty SEP managers in the Agency's program and regional offices who, in turn, devote up to 20 percent of their time to SEP duties. The EEO managers also serve as technical advisors to the Office of Human Resources and Organizational Services (OHROS) regarding all matters having direct or indirect impact on the EEO program. In addition, the WDA staff are responsible for conducting regular reviews of the EPA organizations' civil rights programs and administering the Agency's Minority Academic Institutions (MAI) program.

A. PURPOSE: The FY 1998 Affirmative Employment Program (AEP) Plan Accomplishment Report for Minorities and Women and FY 1999 Plan Update presents EPA's progress in improving the employment and advancement opportunities for under represented women and minorities. The report also documents the status of significant program objectives and action items directed towards achieving work force representations as previously outlined in EPA's Multi-Year (FY 1987-FY 1994) AEP.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

B. AUTHORITY: Pursuant to Section 717, Title VII of the Civil Rights Act of 1964, as amended, and Executive Order 11478, as amended by Executive Order 12106, Federal agencies are required to develop and implement affirmative employment programs to eliminate the under representation of women and minorities in the Federal work force.

Further policies, procedures, guidance and formats for the development and submission of annual affirmative employment program accomplishment reports and affirmative employment plan updates are contained in the *Equal Employment Opportunity Commission's EEO Management Directive 714*, dated October 6, 1987. The OCR administers the development and execution of this program requirement through the senior level EPA management structure and provides guidance and instruction on the preparation and submission of this required information to all EPA organizations nationwide.

C. DATA SOURCE: The workforce information stems from the Employee Payroll System (EPAYS) as of September 30, 1998, through the Equal Employment Opportunity Monitoring and Analysis System (EEO MAS). The EPAYS system stores and maintains current and historical data on all EPA employees.

In order to determine the existence of under representation, the EPA work force is compared to the appropriate Civilian Labor Force (CLF) data. For the Agency-wide analysis, the work force is compared to the National CLF for the most populous Professional series as well as for the combined Administrative job series. The Headquarters analysis compares the work force to the National CLF for the most populous Professional job series and to the Washington, D.C., metropolitan area CLF for the combined Administrative job series. Both sets of CLF are provided by the U.S. Equal Employment Opportunity Commission (EEOC) to help determine whether any protected group is under represented in EPA's mission-related major occupations.

D. FY 1998 ACCOMPLISHMENT REPORT: Presents and discusses the Agency's accomplishments on both a nationwide and Headquarters level.

E. WORK FORCE PROFILE AND ANALYSIS: Provides a narrative discussion of the actual work force profile and employment status of protected groups in relation to the appropriate CLF. This includes data by Professional and Administrative classifications, grade levels, and major mission-related occupations. For purposes of this analysis, the protected groups include women, Blacks, Hispanics, Asian/Pacific Islanders, and American Indians.

F. NOTEWORTHY ACTIVITIES AND INITIATIVES: Contains program information highlighting Agency achievements in providing employment and advancement opportunities for under represented protected groups during the reporting year.

G. FY 1999 ANNUAL UPDATE: Provides a full assessment of the current status of the EEO/Affirmative Employment Program and of any outstanding EEO-related problems, both at the Agency-wide and Headquarters level.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

H. PROBLEMS/BARRIERS, OBJECTIVES AND ACTION ITEMS: This section of the AEP identifies and analyzes human resources and management policies, practices, systems, and procedures which may serve as problems and barriers to the employment of protected groups. It also presents a clear statement of specific and measurable objectives with supporting action items designed to resolve work force problems identified in the annual plans.

I. NUMERICAL GOALS: Numerical goals are set when a work force analysis shows the existence of under representation of individual protected groups. Since Professional and Administrative employees make up over 88% of the Agency's total work force, the major focus is on these two occupational categories. Goals were set for Agency-wide and Headquarters levels.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY WIDE

! FY 1999 PLAN UPDATE ! FY 1998 ACCOMPLISHMENT REPORT	
Name of Organization: U.S. Environmental Protection Agency	
Address of Organization: 401 M Street, SW Washington, DC 20460	
Organization Level: AGENCY-WIDE	
Number of Employees Covered By Plan: <u>18,041</u> TOTAL <u>8,772</u> PROFESSIONAL <u>7,247</u> ADMINISTRATIVE <u>952</u> TECHNICAL <u>1,056</u> CLERICAL <u>14</u> OTHER	
Name of Contact Person/Person Preparing Form: TELEPHONE NUMBER:	Versha Kumar (202) 260-4578
Name/Title of Principal EEO Official: ANN E. GOODE, DIRECTOR OFFICE OF CIVIL RIGHTS	
 _____ Signature of Principal EEO Official Date	
Certify that this report is in compliance with EEOC-MD-714.	
Name/Title of Head of Organization: CAROL M. BROWNER ADMINISTRATOR	
 _____ Signature of Head of Organization Date	
Certify that this report is in compliance with EEOC-MD-714.	

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

**AGENCY WIDE
FY 1999 PLAN UPDATE**

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE WORK FORCE PROFILE AND ANALYSIS

This report contains EPA's accomplishments in hiring, promoting, and developing the skills and abilities of minorities and women during Fiscal Year 1998.

The work force profiles in this section depict the distribution of EPA's permanent full-time and part-time employees in the General Schedule (GS) and Senior Executive Service (SES) positions by race, national origin, and gender. The data are organized to show the total EPA population (all Professional, Administrative, Technical, Clerical, and Other--referred as PATCO categories), as well as the populations that make up the Agency's Professional and Administrative staff. This report concentrates its attention on these two occupational categories because they represent the vast majority of the EPA work force (88.8%). The data are also arranged by specific grade groups, as follows: GS 1-4, GS 5-8, GS 9-12, GS/GM-13, GS/GM-14, GS/GM-15, and SES. Data pertaining to the EPA's major occupational categories for Professional jobs are included and show the percent distribution of all groups for FY 1998.

The Agency-wide work force computations and subsequent analysis are based on comparisons with the National Civilian Labor Force (CLF) data for Professional and Administrative categories extracted from the 1990 Census by the EEOC. The National Professional CLF data for each specific Professional occupation was used to analyze the Professional occupational groups. The National Administrative CLF was used to analyze the Administrative occupational group.

The work force data shown are as of September 30, 1998, unless stated otherwise. The tables present the actual numbers and the percentages in two decimal places. In the analysis, the percentages are rounded to one decimal place except when the percentage is less than one percent.

SUMMARY ANALYSIS

At the close of FY 1998, EPA's full-time and part-time population was 18,041. There was a net increase of 3.4% (595) from the 17,446 persons employed at the close of FY 1997. Most of the EPA work force (88.8%) was assigned to Professional and Administrative positions. The number of minorities and women increased by 4.6% (466) going from 10,065 to 10,531. White employees occupied 72.4% (13,054) of the Agency's positions; this represents a 0.9% decrease from September 30, 1997. White men occupied 41.6% (7,510) of these positions on September 30, 1998, a 0.7% decrease from their rate a year earlier.

Minorities occupied 27.6% (4,987) of the Agency's positions while women occupied 49.7% (8,970). This is a net increase of 7.0% (324) for minorities and a 4.2% (360) increase for women from a year earlier. The representation rate in the total work force for minorities and women only increased slightly--the rate for minorities and women increased by 0.9% and 0.4%, respectively.

Among minorities, blacks held 18.0% (3,248) of the Agency's positions, Hispanics 4.4% (787),

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Asians 4.6% (831), and American Indians 0.7% (121). Over the last year, blacks had a net increase of 4.7% (146), Hispanics 9.8% (70), Asians 11.1% (83), and American Indians 26% (25). The representation rates for minorities in the total work force only increased slightly--blacks increased by 0.2%, Hispanics by 0.3%, Asians by 0.3%, and American Indians by 0.1%.

Minority women held 19.0% (3,426) of the Agency's positions. Black women held 14.0% (2,527), Hispanic women 2.4% (435), Asian women 2.2% (392), and American Indian women 0.4% (72). Their representation rates in the total work force only increased slightly--minority women increased by 0.6%, black women by 0.1%, Hispanic women and Asian women each by 0.2%, and American Indian women by 0.07%.

Minority men held 8.7% (1,561) of the Agency's positions. Black men held 4.0% (721), Hispanic men 2.0% (352), Asian men 2.4% (439), and American Indian men 0.3% (49). Their representation rates in the total work force only increased slightly--minority men increased by 0.4%, black men by 0.1%, Hispanic men by 0.05%, Asian men by 0.1%, and American Indian men by 0.05%.

White women occupied 30.7% (5,544) of the Agency's positions. Their representation rate in the total work force decreased by 0.2%.

PROFESSIONAL

At the close of FY 1998, 48.6% or 8,772 members of the Agency's work force were employed in Professional occupations. This represents a 4.0% (334) net increase over the 8,438 persons employed at the end of FY 1997. The representation of Professional employees in the EPA work force increased slightly, going from 48.4% to 48.6% during the same period. The number of minorities and women increased by 6.5% (243), going from 3,738 to 3,981. White employees occupied 80.3% (7,047) of the Professional positions; this represents a 1.0% decrease from September 30, 1997. White men occupied 54.6% (4,791) of these positions on September 30, 1998, a 1.1% decrease from their rate a year earlier.

Minorities occupied 19.7% (1,725) of the Professional positions while women occupied 35.0% (3,069). This is a net increase of 9.3% (147) for minorities and a 6.0% (173) increase for women from a year earlier. The representation rate in the total work force for minorities and women only increased slightly--the rate for minorities increased by 1.0% and women by 0.7%.

Among the minorities, blacks held 8.6% (758) of the Professional positions, Hispanics 4.3% (381), Asians 6.2% (540), and American Indians 0.5% (46). Over the last year, blacks had a net increase of 5.7% (41), Hispanics 12.7% (43), Asians 10.4% (51), and American Indians 35.3% (12). The representation rates for minorities in the total work force only increased slightly--blacks increased by 0.2%, Hispanics by 0.3%, Asians by 0.4%, and American Indians by 0.1%.

Minority women held 9.3% (813) of the Professional positions. Black women held 4.8% (420), Hispanic women 1.9% (162), Asian women 2.4% (209), and American Indian women 0.3% (22). Their

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

representation rates in the total work force only increased slightly--minority women increased by 0.6%, black women by 0.1%, Hispanic and Asian women each by 0.2%, and American Indian women by 0.05%.

Minority men held 10.4% (912) of the Professional positions. Black men held 3.9% (338), Hispanic men 2.5% (219), Asian men 3.8% (331), and American Indian men 0.3% (24). Their representation rates in the total work force only increased slightly--minority men increased by 0.4%, black men by 0.03%, Hispanic men by 0.1%, Asian men by 0.2%, and American Indian men by 0.07%.

White women occupied 25.7% (2,256) of the Professional positions. Their representation rate in the total work force increased by 0.1%.

ADMINISTRATIVE

At the close of FY 1998, 40.2% or 7,247 members of the Agency's work force were employed in Administrative occupations. This represents a 5.5% (379) net increase over the 6,868 persons employed at the end of FY 1997. The representation of Administrative employees in the EPA work force increased slightly, going from 39.4% to 40.2% during the same period. The number of minorities and women increased by 7.7% (336) going from 4,377 to 4,713. White employees occupied 71.3% (5,164) of the Administrative positions; this represents a 1.0% decrease from September 30, 1997. White men occupied 35.0% (2,534) of these positions on September 30, 1998, a 1.3% decrease from their rate a year earlier.

Minorities occupied 28.7% (2,083) of the Administrative positions while women occupied 57.3% (4,153). This is a net increase of 11.9% (221) for minorities and a 7.6% (292) increase for women from a year earlier. The representation rate in the total work force for minorities and women only increased slightly--the rate for minorities increased by 1.6% and women by 1.1%.

Among minorities, blacks held 20.8% (1,507) of the Administrative positions, Hispanics 3.8% (277), Asians 3.3% (240), and American Indians 0.8% (59). Over the last year, blacks had a net increase of 10.8% (147), Hispanics 14.0% (34), Asians 13.2% (28), and American Indians 25.5% (12). The representation rates for minorities in the total work force only increased slightly--blacks increased by 1.0%, Hispanics by 0.3%, Asians by 0.2%, and American Indians by 0.1%.

Minority women held 21.0% (1,523) of the Administrative positions. Black women held 16.5% (1,192), Hispanic women 2.2% (156), Asian women 1.9% (139), and American Indian women 0.5% (36). Their representation rates in the total work force only increased slightly--minority women increased by 1.4%, black women by 0.8%, Hispanic women by 0.3%, Asian women by 0.2%, and American Indian women by 0.1%.

Minority men held 7.7% (560) of the Administrative positions. Black men held 4.4% (315), Hispanic men 1.7% (121), Asian men 1.4% (101), and American Indian men 0.3% (23). Their representation rates in the total work force only increased slightly--minority men increased by 0.2%, black men by 0.2%,

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Asian men by 0.03%, and American Indian men by 0.03%. The representation rate for Hispanic men remained the same.

White women occupied 36.3% (2,630) of the Administrative positions. Their representation rate in the total work force decreased by 0.3%.

TECHNICAL

At the close of FY 1998, 5.3% or 952 members of the Agency's work force were employed in Technical occupations. This represents a 4.3% (43) net decrease over the 995 persons employed at the end of FY 1997. The representation of Technical employees in the EPA work force decreased slightly, going from 5.7% to 5.3% during the same period. The number of minorities and women decreased by 5.2% (44) going from 843 to 799. White employees occupied 43.9% (418) of the Technical positions; this represents a 8.9% decrease from September 30, 1997. White men occupied 16.1% of these positions on September 30, 1998, a 0.8% increase from their rate a year earlier.

Minorities occupied 56.1% (534) of the Technical positions while women occupied 78.1% (743) of these positions. This is a net decrease of 0.4% (2) for minorities and a 4.7% (37) decrease for women from a year earlier. The representation rate in the total work force for minorities increased by 2.2%. The rate for women decreased by 0.4%.

Among the minorities, blacks held 46.7% (445) of the Technical positions, Hispanics 5.2% (49), Asians 3.3% (31), and American Indians 1.0% (9). Over the last year, blacks had a net decrease of 0.7% (3) and Hispanics 3.9% (2) while there was a net increase for Asians 6.9% (2) and American Indians 12.5% (1). The representation rates for minorities in the total work force only increased slightly--blacks increased by 1.7%, Hispanics by 0.02%, Asians by 0.4%, and American Indians by 0.2%.

Minority women held 50.2% (478) of the Technical positions. Black women held 42.2% (402), Hispanic women 4.4% (42), Asian women 2.8% (27), and American Indian women 0.7% (7).

Minority men held 5.9% (56) of the Technical positions. Black men held 4.5% (43), Hispanic men 0.7% (7), Asian men 0.4% (4), and American Indian men 0.2% (2).

White women occupied 27.8% (265) of the Technical positions.

CLERICAL

At the close of FY 1998, 5.9% or 1,056 members of the Agency's work force were employed in Clerical occupations. This represents a 6.4% (72) net decrease over the 1,128 persons employed at the end of FY 1997. The representation of Clerical employees in the EPA work force decreased slightly, going from 6.5% to 5.9% during the same period. The number of minorities and women decreased by 6.3% (69) going

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

from 1,102 to 1,033. White employees occupied 39.4% (416) of the Clerical positions; this represents a 0.2% decrease from September 30, 1997. White men occupied 2.2% (23) of these positions on September 30, 1998, a 0.1% decrease from their rate a year earlier.

Minorities occupied 60.6% (640) of the Clerical positions while women occupied 95.2% (1,005) of these positions. This is a net decrease of 6.2% (42) for minorities and 6.3% (68) decrease for women from a year earlier. The representation rate in the total work force for minorities and women decreased slightly-- minorities by 0.2% and women by 0.05%.

Among the minorities, blacks held 50.5% (533) of the Clerical positions, Hispanics 7.6% (80), Asians 1.9% (20), and American Indians 0.7% (7). Over the last year, blacks had a net decrease of 6.8% (39) and Hispanics 5.9% (5). Asians had a net increase of 11.1% (2). American Indians remained the same. The representation rates for minorities in the total work force only increased slightly--Hispanics increased by 0.04%, Asians by 0.3%, and American Indians by 0.04%. The black representation rate decreased by 0.2%.

Minority women held 58.0% (612) of the Clerical positions. Black women held 48.6% (513), Hispanic women 7.1% (75), Asian women 1.6% (17), and American Indian women 0.7% (7).

Minority men held 2.7% (28) of the Clerical positions. Black men held 1.9% (20), Hispanic men 0.5% (5), and Asian men 0.3% (3). There were no American Indian men in these positions.

White women occupied 37.2% (393) of the Clerical positions.

OTHER

At the close of FY 1998, 0.1% or 14 persons of the Agency's work force were employed in Other occupations. This represents a 17.7% (3) net decrease over the 17 persons employed at the end of FY 1997. White men occupied 64.3% (9) of the positions while black men held 35.7% (5). There were no women in these occupations.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY CHANGE IN WORKFORCE EEO PROFILE BY PATCOB CATEGORY AGENCY WIDE From: 09/30/1997 To: 09/30/1998

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
PROFESSIONAL	09/1997 #	8438	2896	4700	2160	323	394	201	137	301	188	17	17
	%		34.32	55.70	25.60	3.83	4.67	2.38	1.62	3.57	2.23	0.20	0.20
	09/1998 #	8772	3069	4791	338	420	219	162	331	209	24	22	
	%		34.99	54.62	25.72	3.85	4.79	1.85	3.77	2.38	0.27	0.25	
CHANGE IN	%		0.67	-1.08	0.12	0.03	0.12	0.22	0.21	0.15	0.07	0.05	
ADMINISTRATIVE	09/1997 #	6868	3861	2491	2515	287	1073	115	128	94	118	20	27
	%		56.22	36.27	36.62	4.18	15.62	1.67	1.86	1.37	1.72	0.29	0.39
	09/1998 #	7247	4153	2534	2630	315	1192	121	156	101	139	23	36
	%		57.31	34.97	36.29	4.35	16.45	1.67	2.15	1.39	1.92	0.32	0.50
CHANGE IN	%		1.09	-1.30	-0.33	0.17	0.83	0.00	0.29	0.03	0.20	0.03	0.10
TECHNICAL	09/1997 #	995	780	152	307	47	401	10	41	4	25	2	6
	%		78.39	15.28	30.85	4.72	40.30	1.01	4.12	0.40	2.51	0.20	0.60
	09/1998 #	952	743	153	265	43	402	7	42	4	27	2	7
	%		78.05	16.07	27.84	4.52	42.23	0.74	4.41	0.42	2.84	0.21	0.74
CHANGE IN	%		-0.35	0.80	-3.02	-0.21	1.93	-0.27	0.29	0.02	0.32	0.01	0.13
CLERICAL	09/1997 #	1128	1073	26	420	19	553	6	79	4	14	0	7
	%		95.12	2.30	37.23	1.68	49.02	0.53	7.00	0.35	1.24	0.00	0.62
	09/1998 #	1056	1005	23	393	20	513	5	75	3	17	0	7
	%		95.17	2.18	37.22	1.89	48.58	0.47	7.10	0.28	1.61	0.00	0.66
CHANGE IN	%		0.05	-0.13	-0.02	0.21	-0.45	-0.06	0.10	-0.07	0.37	0.00	0.04
BLUE-COLLAR	09/1997 #	17	0	12	0	5	0	0	0	0	0	0	0
	%		0.00	70.59	0.00	29.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	09/1998 #	14	0	9	0	5	0	0	0	0	0	0	0
	%		0.00	64.29	0.00	35.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHANGE IN	%		0.00	-6.30	0.00	6.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	09/1997 #	17446	8610	7381	5402	681	2421	332	385	403	345	39	57
	%		49.35	42.31	30.96	3.90	13.88	1.90	2.21	2.31	1.98	0.22	0.33
	09/1998 #	18041	8970	7510	5544	721	2527	352	435	439	392	49	72
	%		49.72	41.63	30.73	4.00	14.01	1.95	2.41	2.43	2.17	0.40	
CHANGE IN	%		0.37	-0.68	-0.23	0.09	0.13	0.05	0.20	0.12	0.20	0.05	0.07

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE REPRESENTATION OF EEO GROUPS BY GRADE

Grade groupings GS 1-4, GS 5-8, GS 9-12, GS/GM-13, GS/GM-14, GS/GM-15, and SES were evaluated to determine the status of EEO groups throughout EPA.

GS 1-4: Of the total EPA work force, 0.4 % or 76 employees were in this grade grouping. Asian women, American Indian men, and American Indian women were absent at these levels. White men occupied 15.8% of these positions while minorities and women represented 84.2%. Of the total positions, women occupied 71.1%, with white women at 17.1%.

Minority women held 54.0% of these positions--Black women held 40.8% while Hispanic women held 13.2%.

Minority men occupied 13.2% of this grade group--Black men held 9.2%, Hispanic men 2.6%, and Asian men 1.3%.

GS 5-8: Of the total work force, 10.9% or 1,939 employees were in this grade grouping. White men occupied 7.7% of these positions while minorities and women represented 92.3%. Of the total positions, women occupied 86.4%, with white women at 34.1%.

Minority women held 52.4% of these positions--Black women held 42.0%, Hispanic women 6.4%, Asian women 3.0%, and American Indian women 0.9%.

Minority men occupied 5.8% of this grade group--Black men held 3.8%, Hispanic men 1.2%, Asian men 0.8%, and American Indian men 0.1%.

GS 9-12: Of the total work force, 29.3% or 5,217 employees were in this grade grouping. White men occupied 31.6% of these positions while minorities and women represented 68.4%. Of the total positions, women occupied 58.1%, with white women at 33.7%.

Minority women held 24.5% of these positions--Black women held 18.2%, Hispanic women 2.9%, Asian women 2.7%, and American Indian women 0.7%.

Minority men occupied 10.3% of this grade group--Black men held 4.9%, Hispanic men 2.2%, Asian men 2.8%, and American Indian men 0.3%.

GS/GM-13: Of the total work force, 33.2% or 5,913 employees were in GS/GM-13 positions. White men occupied 47.9% of these positions while minorities and women represented 52.1%. Of the total positions, women occupied 42.3%, with white women at 29.7%.

Minority women held 12.6% of these positions--Black women held 8.3%, Hispanic women 1.7%,

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Asian women 2.4%, and American Indian women 0.2%.

Minority men occupied 9.8% of this grade group--Black men held 4.1%, Hispanic men 2.2%, Asian men 3.1%, and American Indian men 0.4%.

GS/GM-14: Of the total work force 15.7% or 2,803 employees were in GS/GM-14 positions. White men occupied 54.7% of these positions while minorities and women represented 45.3%. Of the total positions, women occupied 38.4%, with white women at 29.5%.

Minority women held 8.9% of these positions--Black women held 6.2%, Hispanic women 1.3%, Asian women 1.3%, and American Indian women 0.1%.

Minority men occupied 6.9% of these positions--Black men held 2.9%, Hispanic men 1.8%, Asian men 2.1%, and American Indian men 0.1%.

GS/GM-15: Of the total work force 9.1% or 1,630 employees were in GS/GM-15 positions. White men occupied 62.7% of these positions while minorities and women represented 37.3%. Of the total positions, women occupied 31.7%, with white women at 26.8%.

Minority women held 4.9% of these positions--Black women held 3.4%, Hispanic women 0.7%, Asian women 0.7%, and American Indian women 0.06%.

Minority men occupied 5.6% of these positions--Black men held 2.3%, Hispanic men 1.6%, Asian men 1.5%, and American Indian men 0.1%.

SES: Of the total work force 1.4% or 256 employees were in SES positions. Hispanic women were absent at this level. White men occupied 64.1% of these positions while minorities and women represented 35.9%. Of the total positions, women occupied 29.3%, with white women at 25.4%.

Minority women held 3.9% of these positions--Black women held 2.3%, Asian women 1.2%, and American Indian women 0.4%.

Minority men occupied 6.6% of these positions--Black men held 5.1%, Hispanic men 0.8%, Asian men 0.4%, and American Indian men 0.4%.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY CHANGE IN W/F EEO PROFILE BY GRADE LEVEL GS/GM/ES (AGENCY WIDE) 09/30/1997 To: 09/30/1998

	All	Women	Total Men	Women	White Men	Women	Black Men	Women	Hispanic Men	Women	Asian Men	American Men	Women	Indian
GS 1-4	09/1997 #	79	51	13	12	9	34	3	5	3	0	0	0	0
	%		64.56	16.46	15.19	11.39	43.04	3.80	6.33	3.80	0.00	0.00	0.00	0.00
	09/1998 #	76	54	12	13	7	31	2	10	1	0	0	0	0
	%		71.05	15.79	17.11	9.21	40.79	2.63	13.16	1.32	0.00	0.00	0.00	0.00
	CHANGE IN	%	6.50	-0.67	1.92	-2.18	-2.25	-1.17	6.83	-2.48	0.00	0.00	0.00	0.00
GS 5-8	09/1997 #	2008	1756	155	700	62	876	15	118	18	47	2	15	
	%		87.45	7.72	34.86	3.09	43.63	0.75	5.88	0.90	2.34	0.10	0.75	
	09/1998 #	1939	1676	149	661	73	814	23	124	16	59	2	18	
	%		86.44	7.68	34.09	3.76	41.98	1.19	6.40	0.83	3.04	0.10	0.93	
	CHANGE IN	%	-1.01	-0.03	-0.77	0.68	-1.65	0.44	0.52	-0.07	0.70	0.00	0.18	
GS 9-12	09/1997 #	5219	2940	1741	1764	259	873	123	138	142	136	14	29	
	%		56.33	33.36	33.80	4.96	16.73	2.36	2.64	2.72	2.61	0.27	0.56	
	09/1998 #	5217	3033	1647	1756	256	951	117	151	148	138	16	37	
	%		58.14	31.57	33.66	4.91	18.23	2.24	2.89	2.84	2.65	0.31	0.71	
	CHANGE IN	%	1.80	-1.79	-0.14	-0.06	1.50	-0.11	0.25	0.12	0.04	0.04	0.15	
GS/GM 13	09/1997 #	5445	2286	2646	1635	219	437	122	89	156	116	16	9	
	%		41.98	48.60	30.03	4.02	8.03	2.24	1.63	2.87	2.13	0.29	0.17	
	09/1998 #	5913	2500	2833	1755	243	490	129	100	184	143	24	12	
	%		42.28	47.91	29.68	4.11	8.29	2.18	1.69	3.11	2.42	0.41	0.20	
	CHANGE IN	%	0.30	-0.68	-0.35	0.09	0.26	-0.06	0.06	0.25	0.29	0.11	0.04	
GS/GM 14	09/1997 #	2692	1007	1522	797	69	152	37	26	53	30	4	2	
	%		37.41	56.54	29.61	2.56	5.65	1.37	0.97	1.97	1.11	0.15	0.07	
	09/1998 #	2803	1077	1534	828	81	174	49	36	58	36	4	3	
	%		38.42	54.73	29.54	2.89	6.21	1.75	1.28	2.07	1.28	0.14	0.11	
	CHANGE IN	%	1.02	-1.81	-0.07	0.33	0.56	0.37	0.32	0.10	0.17	-0.01	0.03	
GS/GM 15	09/1997 #	1516	464	958	402	42	41	25	7	25	13	2	1	
	%		30.61	63.19	26.52	2.77	2.70	1.65	0.46	1.65	0.86	0.13	0.07	
	09/1998 #	1630	517	1022	437	38	56	26	11	25	12	2	1	
	%		31.72	62.70	26.81	2.33	3.44	1.60	0.67	1.53	0.74	0.12	0.06	
	CHANGE IN	%	1.11	-0.49	0.29	-0.44	0.73	-0.05	0.21	-0.12	-0.12	-0.01	0.00	
SES + GS EQ	09/1997 #	260	70	175	62	12	5	2	0	0	2	1	1	
	%		26.92	67.31	23.85	4.62	1.92	0.77	0.00	0.00	0.77	0.38	0.38	
	09/1998 #	256	75	164	65	13	6	2	0	1	3	1	1	
	%		29.30	64.06	25.39	5.08	2.34	0.78	0.00	0.39	1.17	0.39	0.39	
	CHANGE IN	%	2.37	-3.25	1.54	0.46	0.42	0.01	0.00	0.39	0.40	0.01	0.01	
TOTAL	09/1997 #	17219	8574	7210	5372	672	2418	327	383	397	344	39	57	
	%		49.79	41.87	31.20	3.90	14.04	1.90	2.22	2.31	2.00	0.23	0.33	
	09/1998 #	17834	8932	7361	5515	711	2522	348	432	433	391	49	72	
	%		50.08	41.28	30.92	3.99	14.14	1.95	2.42	2.43	2.19	0.27	0.40	
	CHANGE IN	%	0.29	-0.60	-0.27	0.08	0.10	0.05	0.20	0.12	0.19	0.05	0.07	

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY WIDE COMPARATIVE ANALYSIS OF CLF AND EPA WORK FORCE IN MAJOR PROFESSIONAL SERIES

This analysis focuses on the major Professional occupational series. Almost half (48.6%) of the EPA work force is employed in this category, and 86.3% of these Professionals are employed in 11 major occupational series. These are: **Economists, Biologists, Toxicologists, Accountants, Auditors, Environmental Engineers, Chemical Engineers, Attorneys, Physical Scientists, Chemists, and Geologists.** The analysis describes the under representation rate by job series for each of the nine protected groups (where applicable) as of September 30, 1998 in comparison to the National Professional Civilian Labor Force (CLF) for that specific occupation.

The most under represented group is Asian men. They are under represented in seven of the 11 Professional occupations. Hispanic men, Hispanic women, and American Indian women are under represented in six of the 11 Professional occupations. American Indian men are absent from four of the 11 Professional occupations, while American Indian women are not represented in two of the 11 Professional occupations

Economists: Of the total Professional work force, 1.4% or 119 persons worked as Economists. Six of the nine protected groups are present in this job series, while Asian women, American Indian men, and American Indian women are absent. Six groups are under represented--white women by 14.6%, black women by 0.6%, Hispanic women by 0.4%, Asian women by 1.4%, American Indian men and women each by 0.1%.

Biologists: Of the total Professional work force, 8.4% or 733 persons worked as Biologists. All groups are present in this job series, although six are under represented--white women by 2.7%, Hispanic men by 0.6%, Hispanic women by 0.2%, Asian men by 2.4%, Asian women by 1.8%, and American Indian men by 0.03%.

Toxicologists: Of the total Professional work force, 1.8% or 159 persons worked as Toxicologists. Seven of the nine protected groups are present in this job series, while American Indian women and American Indian men are absent. Five groups are under represented--white women by 8.4%, Hispanic men by 1.5%, Hispanic women by 0.3%, Asian women by 0.9%, and American Indian women by 0.2%.

Accountants: Of the total Professional work force, 2.1% or 187 persons worked as Accountants. Except for American Indian men, all groups are present in this job series. Five groups are under represented--white women by 17.0%, Hispanic men by 1.3%, Hispanic women by 1.9%, Asian men by 0.7%, and American Indian men by 0.1%.

Auditors: Of the total Professional work force, 2.7% or 234 persons worked as Auditors. Except for American Indian women, all groups are present in this job series. Six groups are under represented--white women by 14.9%, Hispanic men by 1.0%, Hispanic women by 0.7%, Asian men by 1.0%, Asian women by 1.4%, and American Indian women by 0.2%.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Environmental Engineers: Of the total Professional work force, 24.8% or 2,175 persons worked as Environmental Engineers. This is the most populous of the Professional occupations. All the protected groups are present in this job series, although two of them are under represented--Asian men by 0.1% and American Indian men by 0.02%. American Indian women are not represented in the Professional CLF for this occupation.

Chemical Engineers: Of the total Professional work force, 1.9% or 165 persons worked as Chemical Engineers. Except for American Indian men and women, all groups are present in this job series. American Indian women are not represented in the professional CLF for this occupation. In this job category, only American Indian men (0.1%) are under represented.

Attorneys: Of the total Professional work force, 11.9% or 1,044 persons worked as Attorneys. All groups are present in this job category and none are under represented.

Physical Scientists: Of the total Professional work force, 22.9% or 2,005 persons worked as Physical Scientists. This is the second most populous job series. While all groups are present, Asian men (0.1%) are under represented.

Chemists: Of the total Professional work force, 7.3% or 640 persons worked as Chemists. Except for American Indian women, all groups are present in this job series. Five groups are under represented--black men by 0.6%, Hispanic men by 0.1%, Asian men by 0.8%, American Indian men by 0.04%, and American Indian women by 0.1%.

Geologists: Of the total Professional work force, 1.3% or 112 persons worked as Geologists. Hispanic men, Hispanic women, Asian women, and American Indian women are absent from this occupation. Hispanic men are under represented by 1.9%, Hispanic women by 0.5%, Asian men by 0.8%, Asian women by 0.3%, and American Indian women by 0.1%.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY (AGENCY-WIDE) DISTRIBUTION OF EEO GROUPS AND COMPARISON BY SPECIAL INTEREST SERIES PROFESSIONAL As of 09/30/1998

OCCUPATIONAL CATEGORY		Total	White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
AGENCY		119	74	29	5	2	2	1	6	0	0	0
110-ECONOMIST		100	62.18	24.37	4.20	1.68	1.68	0.84	5.04	0.00	0.00	0.00
CIVILIAN LABOR FORCE	100	50.20	39.00	2.30	2.30	1.60	1.20	1.80	1.40	0.10	0.10	
CLF Data Basis: NATIONAL												
AGENCY		733	402	235	30	21	9	9	11	9	2	5
401 - BIOLOGIST	100	54.84	32.06	4.09	2.86	1.23	1.23	1.50	1.23	0.27	0.68	
CIVILIAN LABOR FORCE	100	50.40	34.80	1.80	2.10	1.80	1.40	3.90	3.40	0.30	0.10	
CLF Data Basis: NATIONAL												
AGENCY		159	79	40	6	4	1	2	20	7	0	0
415 - TOXICOLOGY	100	49.69	25.16		3.77	2.52	0.63	1.26	12.58	4.40	0.00	0.00
CIVILIAN LABOR FORCE	100	44.20	33.60		1.90	2.00	2.10	1.60	9.10	5.30	0.00	0.20
CLF Data Basis: NATIONAL												
AGENCY		187	77	48	9	37	1	1	3	10	0	1
510 - ACCOUNTANT	100	41.18	25.67		4.81	19.79	0.53	0.53	1.60	5.35	0.00	0.53
CIVILIAN LABOR FORCE	100	40.70	42.50		2.40	4.30	1.80	2.40	2.30	3.10	0.10	0.21
CLF Data Basis: NATIONAL												
AGENCY		234	105	65	22	28	2	4	3	4	1	0
511 - AUDITOR	100	44.87	27.78		9.40	11.97	0.85	1.71	1.28	1.71	0.43	0.00
CIVILIAN LABOR FORCE	100	40.70	42.50		2.40	4.30	1.80	2.40	2.30	3.10	0.10	0.21
CLF Data Basis: NATIONAL												
AGENCY	2175	1240	401	89	81	100	52	143	62	6	3	
819 - ENV. ENGINEER	100	57.01	18.44		4.09	3.72	4.60	2.39	6.57	2.85	0.18	0.14
CIVILIAN LABOR FORCE	100	77.80	7.90		2.80	0.60	2.60	0.40	6.70	0.80	0.20	0.00
CLF Data Basis: NATIONAL												
AGENCY		165	80	36	6	5	7	5	19	7	0	0
893 - CHEMICAL ENGINEER	100	48.48	21.82		3.64	3.03	4.24	3.03	11.52	4.24	0.00	0.00
CIVILIAN LABOR FORCE	100	77.70	9.00		2.70	0.80	2.30	0.50	6.00	0.90	0.10	0.00
CLF Data Basis: NATIONAL												
AGENCY	1044	476	378	31	60	23	27	14	27	5	3	
905 - ATTORNEY	100	45.59	36.21		2.97	5.75	2.20	2.59	1.34	2.59	0.48	0.29
CIVILIAN LABOR FORCE	100	71.00	21.60		1.90	1.50	1.70	0.80	0.90	0.50	0.10	0.10
CLF Data Basis: NATIONAL												

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY (AGENCY-WIDE) DISTRIBUTION OF EEO GROUPS AND COMPARISON BY SPECIAL INTEREST SERIES PROFESSIONAL As of 09/30/1998

OCCUPATIONAL CATEGORY	Total	White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
AGENCY	2005	1137	551	65	75	42	35	46	42	6	6
1301 - PHYS. SCIENTIST	100	56.71	27.48	3.24	3.74	2.09	1.75	2.29	2.09	0.30	0.30
CIVILIAN LABOR FORCE	100	64.40	25.30	2.30	2.30	1.60	0.40	2.40	0.80	0.20	0.20
CLF Data Basis: NATIONAL											
AGENCY	640	360	152	22	15	12	13	36	29	1	0
1320 - CHEMIST	100	56.25	23.75	3.44	2.34	1.88	2.03	5.63	4.53	0.16	0.00
CIVILIAN LABOR FORCE	100	60.00	20.70	4.00	2.10	2.00	1.20	6.40	3.40	0.20	0.10
CLF Data Basis: NATIONAL											
AGENCY	112	87	18	4	1	0	0	1	0	1	0
1350 - GEOLOGIST	100	77.68	16.07	3.57	0.89	0.00	0.00	0.89	0.00	0.89	0.00
CIVILIAN LABOR FORCE	100	81.10	13.20	0.80	0.30	1.90	0.50	1.60	0.30	0.20	0.10
CLF Data Basis: NATIONAL											

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY WIDE COMPARATIVE ANALYSIS OF CLF AND EPA WORK FORCE IN THE ADMINISTRATIVE SERIES

This summary focuses on the Administrative occupations. At the close of FY 1998, the Agency had 7,247 employees in the Administrative job category, comprising 40.1% of its total work force. All protected groups were present in this job series, although three are under represented--white women by (4.1%), Hispanic men (0.9%), and Asian men (0.01%). Black men, black women, Hispanic women, Asian women, American Indian men, and American Indian women are at parity with the National Administrative CLF.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY (AGENCY-WIDE) DISTRIBUTION OF EEO GROUPS AND COMPARISON BY SPECIAL INTEREST SERIES ADMINISTRATIVE As of 09/30/1998

OCCUPATIONAL CATEGORY	Total	White	Black		Hispanic		Asian American		Pacific Islander		American Indian	
	All		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
CIVILIAN WORK FORCE	100		12.20	40.40	3.60	8.70	2.60	2.60	1.40	1.40	0.03	0.03
AGENCY	2682		995	1082	89	289	33	51	39	64	16	24
028 - ENV.PRT.SPCLT	100		37.10	40.34	3.32	10.78	1.23	1.90	1.45	2.39	0.60	0.89
AGENCY	170		8	57	2	79	1	12	0	8	1	2
029 - ENV.PRT.ASSIST.	100		4.71	33.53	1.18	46.47	0.59	7.06	0.00	4.71	0.59	1.18
AGENCY	1398	376	574	40	326	16	28	16	20	0	2	
343 - MGMT. ANALYST	100		26.90	41.06	2.86	23.32	1.14	2.00	1.14	1.43	0.00	0.14
AGENCY	139	17	39	7	58	4	11	0	3		0	
201- PERSONNEL MANAGEMENT	100		12.23	28.06	5.04	41.73	2.88	7.91	0.00	2.16	0.00	0.00
AGENCY	887		249	331	34	214	15	25	6	8	1	5
301 - GEN ADMIN	100		28.07	37.32	3.83	24.01	1.69	2.82	0.68	0.90	0.11	0.56
AGENCY	562		265	115	48	65	14	7	25	20	2	1
334 - COMPUTER SPEC	100		47.15	20.46	8.54	11.57	2.49	1.25	4.45	3.56	0.36	0.18
AGENCY	380		231	105	15	13	6	1	4	4	1	0
340 - PROGRAM MGR.	100		60.79	27.63	3.95	3.42	1.58	0.26	1.05	1.05	0.26	0.00
AGENCY	141		46	67	6	13	2	2	2	2	0	1
1035-PUBLIC AFFAIRS	100		32.62	47.52	4.26	9.22	1.42	1.42	1.42	1.42	0.00	0.71
AGENCY	134		19	53	6	40	4	7	0	5	0	0
1101- GEN. BUS.& IND.	100		14.18	39.55	4.48	29.85	2.99	5.22	0.00	3.73	0.00	0.00
AGENCY	323		95	113	25	72	5	6	2	0	1	4
1102 - CONTRACT SPCLT	100	29.41	34.98	7.74	22.29	1.55	1.86	0.62	0.00		0.31	1.24
AGENCY	258		168	48	15	6	11	4	2	2	2	0
1811-CRIMINAL INVSTG.	100		65.12	18.60	5.81	2.33	4.26	1.55	0.78	0.78	0.78	0.00

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

**AGENCY WIDE
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR
ACCOMPLISHMENT**

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

The following barrier statements/objectives and action items were originally identified in the EPA's five year Affirmative Employment Program (AEP) Plan for Minorities and Women. The U.S. Equal Employment Opportunity Commission (EEOC) requires that originally identified as well as subsequent barrier statements/objectives and action items be included in any updates to the agency's five year plan until the barriers have been eliminated.

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT:				
ORGANIZATION AND RESOURCES				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
<p>The Special Emphasis Programs (SEPs) need sufficient resources, particularly financial, to adequately discharge their duties. Some SEP managers have not received the training required for their position. Other SEP managers have limited access to information and guidance. This impacts their ability to offer advice and assistance to management officials on the employment concerns of minorities and women.</p>	<p>To enable collateral-duty SEP managers to effectively address the employment issues of minorities and women, and provide sound advice, information, and feedback to both their management officials and the national EEO/SEP managers.</p> <p>1. Provide financial resources, managerial support, training, guidance, and technical assistance to collateral-duty SEP managers.</p>	<p>Regional Administrators (RAs), Assistant Regional Administrators (ARAs), Assistant Administrators (AAs)(fin. support), Deputy RAs (fin./mgmt support), Equal Employment Opportunity Officers (EEOOs) (technical assistance), and National EEO/SEP Managers (technical assistance/training).</p>	<p>Annually/as needed</p>	<p>P</p>
<p>STATUS: During FY 1998, the Agency's Office of Civil Rights (OCR) and its National EEO/SEP Managers designed and sponsored training/meetings for all collateral-duty SEP managers. In most instances, the training/meeting was conducted in conjunction with the annual meeting/training conference of a national organization such as Federally Employed Women (FEW). National Image, or National Blacks in Government (NBIG). However, additional training in areas such as employee/labor relations, effective writing/orating skills, personnel management, etc., is also needed.</p>				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: PROGRAM EVALUATION				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
Individual organization's Affirmative Employment Program (AEP) Plan initiatives are not being fully reviewed and the results of management's efforts are not being considered in their performance evaluation.	To establish a comprehensive and consistent formal process by which organizational AEP initiatives are reviewed, specific results are assessed and used to evaluate the performance of management officials.	OCR	Ongoing	Y
	1. Each of OCR's National EEO Managers is assigned several EPPA organizations (both regional and headquarters program offices) for liaison and assessment purposes. They are to provide advice and guidance on all matters related to AEP and SEP initiatives, and review AEP plans.	OCR	Ongoing	Y
	2. Use semiannual AEP status reports to provide feedback to EPPA regional and HQ program offices on accomplishment of AEP goals and objectives.	OCR	April/October, 1999	N
	3. Monitor and measure the Agency's progress in implementing EPPA organizations' affirmative employment and Diversity Action Plans, as well as other work force issues.	Administrator/Deputy Administrator; OCR (advise)	Ongoing	Y
	4. Develop an SES accountability model that defines required SES EEO performance.	EPA National Human Resource Council	10/98- Communicate process to Agency 10/99 - Implement awards/recognition	P
STATUS: The above actions replaced previous AEP action items that refer to Agency use of the EPPA Program Assessment Manual.				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT:		PROGRAM EVALUATION			
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No	
Some program and regional offices have not followed OCR instructions regarding the content of their Affirmative Employment Program (AEP) reports. In addition, many EPA organizations have been late in submitting their reports to the OCR. This has caused considerable delay in the preparation of the Agency-wide AEP Plan Update and Accomplishment Report.	To ensure that each EPA organization cooperates in the development of the AEP Plan Update and Accomplishment Report, and implements action items as appropriate. 1. Evaluate each organization according to AEP requirements. 2. Prepare each organization's annual AEP Update and Accomplishment Report in accordance with OCR instructions. 3. Evaluate the organizational AEP submissions for sufficiency. Report assessment to management and work to correct.	AAs, RAs, Gen. Counsel, IG, EEOOs, PMOs AAs, RAs, Gen. Counsel, IG, EEOOs, PMOs OCR (evaluate) Senior managers (correct)	Annually	Y	
			Annually	Y	
			Upon submission	Y	
STATUS: The Office of Civil Rights provides detailed guidance to all EPA organizations on the proper preparation of their individual Affirmative Employment Program Plans. In addition, each of OCR's National EEO Managers are assigned several EPA organizations (both regional and headquarters program offices) for liaison and assessment purposes. They provide advice and guidance on all matters related to AEP and SEP initiatives, and review AEP Plans. When discrepancies are found or plans are determined to be deficient, the OCR liaison works with management to reconcile any differences. This problem has been eliminated and will be dropped from future AEP submissions.					

STATUS: The Office of Civil Rights provides detailed guidance to all EPA organizations on the proper preparation of their individual Affirmative Employment Program Plans. In addition, each of OCR's National EEO Managers are assigned several EPA organizations (both regional and headquarters program offices) for liaison and assessment purposes. They provide advice and guidance on all matters related to AEP and SEP initiatives, and review AEP Plans. When discrepancies are found or plans are determined to be deficient, the OCR liaison works with management to reconcile any differences. This problem has been eliminated and will be dropped from future AEP submissions.

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT:		ORGANIZATION AND RESOURCES			
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No	
The funding for research grants is insufficient to strengthen the Minority Academic Institution (MAI) infrastructure and research capabilities, develop curricula in science and engineering, or provide for adequate student and faculty participation.	To design a program that enhances research capabilities at MAIs to address environmental specific issues; encourage infrastructure development and seek qualified scientists to serve as principal investigators; and to institutionalize the responsibility for administering the Agency's MAI program. 1. Utilize the Faculty Fellows Program to increase the number of minority faculty members from MAIs. 2. Include MAI researchers on peer review panels that examine/ assess research grant applications. 3. Establish procedures to transfer surplus and excess research equipment to MAIs separately from the research grant itself. 4. Develop and publish a directory of MAI activities. 5. Allocate sufficient funding and human resources to effectively administer the Agency's MAI program.	ORD, OARM	December, 99	N	
		ORD (lead) AAs, RAs	Annually	P	
		ORD (lead), OARM AAs, RAs	December, 99	P	
		OCR (lead)	October, 99	N	
		Administrator	October, 99	N	
STATUS: The Office of Civil Rights (OCR) now has lead responsibility for coordinating all Agency activities with Minority Academic Institutions (MAIs). The Office of Research & Development (ORD) has been working with OCR to identify MAI researchers and include them on peer review panels.					

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE

PROGRAM ELEMENT: ORGANIZATION AND RESOURCES				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
Some program officials who make personnel decisions regarding hiring, promotions, training, and recognition do not assume responsibility for achieving positive results in affirmative employment.	To increase the commitment and accountability of program/hiring officials throughout the Agency for improving the representation of minorities and women.	AAs, RAs, IG, Gen. Counsel	Annually/April	Y
	1. Issue affirmative employment policy, specific goals, and AEP objectives for the Agency, Office, Division, and Branch levels.	OCR, OARM/OIHROS	September, 1999	Y
	2. Institute policy and mechanisms for ensuring that hiring officials actively recruit and consider minorities and women before making selections.	OIHROS/IRH/OCR	Annually/October	Y
	3. Include managers' progress in meeting specific AEP goals and objectives when evaluating their performance against their critical performance elements.	OCR	December, 1999	N
<p>STATUS: The Office of Civil Rights (OCR) provides detailed instructions and guidance to each EIPA organization (Program and Regional Offices) for the preparation of their annual Affirmative Employment Program (AEP) Plan Update and Accomplishment Reports, which include AEP goals and objectives. Management officials are provided copies of the Agency's AEP submission to the Equal Employment Opportunity Commission (EEOC) to make them aware of areas where targeted recruitment is needed. Additionally, the Agency's National Human Resources Council has developed an "Accountability Model" for senior executive service (SES) performance that ties performance in AEP and diversity goals accomplishment to bonuses and awards. Further, some EIPA organizations have shown considerable success with aggressive targeted recruitment activities using special hiring authorities as well as the Student Career Experience program. Minorities represented 37% of new hires during FY 1998.</p>				

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
The representation of minorities and women in upper grade levels and in supervisory positions is not comparable to their representation rate in the overall EPA work force.	To increase the representation of minorities and women in upper grade levels and in supervisory and managerial positions to a level that is commensurate with their representation in the Agency's work force. 1. Conduct projects to recruit women and minority groups that remain under represented. 2. Ensure that equal opportunity principles are used to hire, train, and promote EEO group members to increase their representation in upper grade levels and in supervisory positions.	AAAs, Gen. Counsel, IG RAs AAAs, Gen. Counsel, IG, RAs	Ongoing Ongoing	P P

STATUS: In a renewed effort to increase recruitment efforts by the EPA, a National Recruitment Office was established in the Office of Human Resources and Organization Services (OHROS). During FY 1998, it participated in 16 job fairs that yielded 14 new hires, 10 of which were minorities. The EPA Learning Institute has re-evaluated Agency training efforts and designed a more comprehensive "Workforce Development Strategy" that focuses on the following (a) alignment of Executive Development with overall management development; (b) Mid-level Development that provides a more comprehensive model for non-managerial development; (c) Support Staff Development that highlights the need for mission-related training and builds administrative, programmatic, and office technology skills within the clerical work force; and (d) Work Force Assessment to determine future needs.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
Current recruitment efforts are not yielding sufficient gains in hiring of minorities and women.	To select minorities and women at a progressive rate, particularly in those occupational categories and grade levels where they remain under represented.	AAs, RAs, OCR	As Needed	P
	1. Utilize recruitment strategies that have demonstrated results, e.g., appoint recruiting teams that include senior managers with full authority and responsibility for entry-level hiring.	OHIROS (lead); AAs, RAs (support); EEOOs, (tech. asst.) OCR, Natl EEO/SEP Mgrs (adv)	As Needed	N
	2. Provide training to recruitment team members regarding recruitment responsibilities, interviewing techniques, reporting requirements. 3. Develop integrated recruitment strategies that are targeted to meet AEP hiring goals and coordinated with headquarters and regional offices.	OHIROS (coordination); AAs, RAs, (action); EEOOs; OCR, SEP Mgrs (adv)	Ongoing	P

STATUS: In light of the Federal hiring rules that require the filling of jobs through the Office of Personnel Management, the EIPA National Recruitment Office, established in the Office of Human Resources and Organization Services (OHROS), participated in 16 job fairs and worked closely with program offices and OCR to fill vacant positions. The OCR helps distribute announcements to minority and women's professional organizations, and provides copies to members of constituent groups. EIPA's only avenue for targeted recruitment is to use special hiring authorities such as the Outstanding Scholar hiring authority. Some EIPA organizations have shown considerable success with aggressive targeted recruitment using special hiring authorities as well as the Student Career Experience program. Minorities represented 37% of new hires in FY 1998.

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
Many women and minorities perceive that unnecessary education restrictions tend to limit development of the applicant pool, screening out qualified minorities and women for managerial and pre-managerial positions. There is also the perception that the barriers to eliminating this practice or lessening the effects are due to long held views on what constitutes "necessary" credentials for certain federal positions.	<p>To increase the rate at which minorities and women are selected to managerial and mid-level positions.</p> <p>1. Review proposed announcements of vacant supervisory positions to determine where multiple series listings, including the Environmental Protection Specialist (EPS) series, could be used to obtain qualified candidates rather than limiting applicants to one or two professional job series.</p> <p>2. Review staffing requirements for Agency organizations where substantial hiring is planned to determine whether structuring professional jobs at the mid-level would permit the creation of EIPS and other administrative or technical positions.</p> <p>3. Develop clear and consistent selection data to provide a basis for monitoring</p> <p>4. Monitor selection patterns to assess whether expanding qualification requirements results in a higher rate of selection for minorities and women.</p>	<p>OIIROS/OCR</p> <p>OIIROS</p> <p>OIIROS/OCR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>P</p> <p>N</p> <p>P</p>
STATUS: Some EIPA organizations have restructured mid-level professional positions to allow for the establishment of entry-level skills. OCR monitors selection patterns to determine where additional emphasis is needed. The OCR and OIIROS periodically review assessment data on the number of women and minorities hired for managerial positions and publish Agency wide reports. The National EEO/SEP managers and councils are working with senior management to increase the number of minority and women managers by removing inappropriate employment barriers.				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
EPA has been unable to attract sufficient numbers of minority students for science and engineering positions.	To establish partnerships with Minority Academic Institutions (MAIs) particularly Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities, and Hispanic Serving Institutions (HSIs), as well as with student chapters of minority professional organizations, to enhance their knowledge of EPA programs, research funding, and employment opportunities. 1. Monitor EPA's existing relationships with academic institutions, particularly MAIs, by regularly reviewing and analyzing information about the Agency's research grant, fellowship, and scholarship activity. 2. Identify existing research , scholarship, fellowships, contract, and other opportunities for students and academic institutions available in EPA and ensure this information is provided to MAIs in a timely fashion.	OCR, OARM OCR	Annually Annually	N N

STATUS: The Office of Civil Rights is working with the Office of Administration and Resources Management to ensure that it receives annual information about grant and fellowship activity impacting academic institutions.

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
EIPA has been unable to attract sufficient numbers of minority students for science and engineering positions.	To develop relationships with students who are recipients of the EIPA-funded Tribal Lands Environmental Science Scholarship Program managed by the American Indian Science and Engineering Society (AISES) and increase their knowledge of EIPA programs, research funding, and employment opportunities. The EIPA created this scholarship program to increase the number of American Indians who are educated in the environmental sciences and available for work at EIPA and on Indian Reservations to improve the environmental protection of tribal lands.	AIEO, OCR, EIPA American Indian Advisory Council (AIAC)	Annually	P
	1. Develop a strategy to better utilize the list of scholarship recipients for use by EIPA organizations in their recruitment activities. 2. Assess the impact of the scholarship program for EIPA and Indian Reservations.	OCR	Annually	N

STATUS: During FY 1998, EIPA provided about \$450,000 to the Tribal Lands Environmental Scholarship Program, benefiting 98 students, most of them American Indians. An initial listing of all scholarship recipients for 1991-1998 was compiled through a joint effort between the Agency's American Indian Advisory Council, the American Indian Environmental Office, and AISES. It is being disseminated among EIPA organizations for use as a recruitment tool.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS

AGENCY WIDE

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
EIPA does not enjoy a mutually beneficial relationship with Minority Academic Institutions (MAIs). EIPA programs are not well known among MAIs, nor has the Agency worked with them to make environmental science-related courses core components of liberal arts and technical programs.	To expand EIPAs relationships with MAIs and establish more effective partnerships with them for the benefit of the institutions, the students, and EIPA.			
	1. Provide support for undergraduate and graduate students and outreach programs in science and engineering fields.	AAs, RAs	Ongoing	Y
	2. Assess the success of existing traineeship, fellowship, and research programs established to help MAIs train environmental professionals.	ORD, OCR	December, 99	P
	3. Bring together students and faculty members from specific disciplines to examine environmental issues and problems, help expand MAI research and teaching capabilities, and attract pre-doctoral students or post-doctoral fellows.	ORD	Ongoing	N
	4. Foster a pro-active and positive relationship between EIPA organizations and individual MAIs.	OCR, ORD, AAs, RAs, senior managers.	Ongoing	P

STATUS: EIPA's activities with MAIs have been largely limited to a few Historically Black Colleges and Universities (HBCUs). For the past several years, EIPA had done some informal recruitment with the University of Puerto Rico, a Hispanic-Serving Institution (HSI). As a consequence of the Memorandum of Understanding (MOU) between the Agency and the Hispanic Association of Colleges and Universities (HACU), plans were underway during F.Y. 1998 to sign a formal MOU between the Office of Policy (OP) and another HSI, the University of New Mexico (UNM). The proposed MOU includes recruitment activities, as well as joint research, faculty exchanges, and other activities beneficial to both EIPA and UNM. At the close of the fiscal year, other EIPA organizations were completing the preliminary work to sign similar MOUs with other HSIs during F.Y. 1999.

The Office of Research & Development (ORD) strengthened its outreach for several of its research opportunities to increase participation by MAIs and minority students. For instance, the 50 participants in ORD's new Post-Doctoral Program included over 50% women and over 20% minorities. ORD also established the Culturally Diverse Academic Institutions Traineeship Program and the Culturally Diverse Undergraduate Fellowships Program, both designed to increase participation by MAIs and minority students in environmental science and engineering programs at both the graduate and undergraduate levels.

AGENCY WIDE

courses for managers and employees. This process is ongoing until all Agency managers and employees have received the training.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN **REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS** **AGENCY WIDE**

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
Many women and minorities in scientific professions perceive that they are unable to progress beyond entry and mid-levels because too much emphasis is placed on the amount of experience one has and not enough emphasis on excellence in one's profession. As a result, these individuals are viewed as undesirable candidates for movement into decision-making positions and, in a sense, penalized for not choosing to enter management. Many women and minorities perceive that the present culture is not one that encourages and supports women's and minorities' efforts to gain the credentials and experience necessary to be competitive for senior level positions.	<p>To offer satisfying and rewarding careers that provide professional growth and recognition for professional excellence for its scientific work force outside the context of the Senior Executive Service and management.</p> <p>1. Ensure that there are no barriers to equal access to opportunities for minorities and women to serve in managerial rotational assignments, details, and shadow assignments across EPA organizations.</p> <p>2. Expand management development programs and increase participation by women and minorities.</p>	<p>Administrator, AAs, RAs Managers/supervisors</p> <p>Administrator, OHROS, ARAs</p>	<p>Ongoing</p> <p>January, 2000</p>	<p>P</p> <p>P</p>
<p>STATUS: The EPA Institute for Individual and Organizational Excellence, under the Office of Administration and Resources Management, has developed a Leadership Development proposal that will align the Agency's Executive Development Program with overall management development, refocus the mid-level development effort to a more comprehensive model for non-managerial development, and build toward overall SES competencies. The desired end point for the program is a fundamental shift to a "talent mindset" and cultural support for more progressive management styles, along with responsibility for shared leadership.</p>				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISHMENTS Yes/Partial/No
Many employees, most of them women, bear the primary responsibility for child-raising and elder care. Some feel that they experience conflict between personal and professional responsibilities because the organizational culture is not compatible with, or sensitive to the needs of the modern family.	<p>To maintain alternative work arrangements that help put all employees on equal footing as colleagues and parents. Ensure that EIPAs management structure understands, and is sensitive to, family issues that are driven by the demographic reality of the work force.</p> <ol style="list-style-type: none"> 1. Develop and provide training for employees that addresses issues such as career decisions, balancing professional and personal needs, office politics, networking, and mentoring. 2. Publicize formal career counseling/assistance services that are accessible to all employees. 3. In diversity and management training, include a segment that addresses family issues and the importance of being responsive to family needs. 	<p>OHIROS, OCR</p> <p>OHIROS</p> <p>OHIROS</p>	<p>December, 1999</p> <p>Ongoing</p> <p>Annually/as needed</p>	<p>P</p> <p>P</p> <p>P</p>

STATUS: The EPA participates in several programs that are designed to accommodate the needs of the modern family, e.g., compressed work week schedules, part-time work schedules, family leave policies, employee counseling and assistance programs, etc. Diversity training includes gender-related issues, and several of the EPA regional and headquarters program offices have established very successful mentoring programs.

**AGENCY WIDE
AFFIRMATIVE EMPLOYMENT GOALS**

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U. S. ENVIRONMENTAL PROTECTION AGENCY FY 1999 NUMERICAL OBJECTIVES BY PATCOB OCCUPATIONAL CATEGORIES AGENCY-WIDE

OCCUPATIONAL CATEGORIES		TOTAL	WOMEN	BLACK	HISPANIC	ASIAN PACIFIC ISLANDERS	AMERICAN INDIANS
PROFESSIONAL	ACTUAL	8772	3069	758	381	540	46
	PLANNED		3097	759	390	554	48
	GOALS	54	28	1	9	14	2
ADMINISTRATIVE	ACTUAL	7247	4153	1507	277	240	59
	PLANNED		----	----	327	----	----
	GOALS	379	----	----	50	----	----
TECHNICAL	ACTUAL	952	743	445	49	31	9
	PLANNED	----	----	----	----	----	----
	GOALS	----	----	----	----	----	----
CLERICAL	ACTUAL	1056	1005	533	80	20	7
	PLANNED	----	----	----	----	----	----
	GOALS	----	----	----	----	----	----

U. S. ENVIRONMENTAL PROTECTION AGENCY
FY 1999 GOALS FOR MOST POPULOUS PROFESSIONAL SERIES

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

PROFESSIONAL JOB SERIES		WOMEN	BLACKS	HISPANICS	ASIAN/ PACIFIC ISLANDER	AMERICAN INDIAN/ ALASKAN NATIVE
110	ECONOMIST	7	-	-	-	1
401	BIOLOGIST	9	-	2	8	-
415	TOXICOLOGY	5	-	1	-	1
510	ACCOUNTANT	-	-	2	1	-
511	AUDITOR	7	-	2	2	-
819	ENVIRONMENTAL ENGINEER	-	-	-	1	-
1301	PHYSICAL SCIENTIST	-	-	1	-	-
1320	CHEMIST	-	1	-	2	-
1350	GEOLOGIST	-	-	1	-	-

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY WIDE FY 1998 ACCOMPLISHMENT REPORT

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY WIDE NOTEWORTHY ACTIVITIES/INITIATIVES

LISTING OF NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTION OPPORTUNITIES FOR WOMEN AND MINORITIES

MINORITY/DIVERSITY ACTION PLANS

Administrator Browner initiated a special effort during FY 1997 to focus on improving the representation of minorities in EPA and address possible barriers to their career development and overall job satisfaction. She directed her senior managers to meet with minorities in their organizations and identify their main employment-related (specifically hiring, awards, training, promotions, recruiting, and assignments) concerns and to develop plans to address those concerns. This extensive effort resulted in individually-tailored plans for each program and regional office, called Diversity Action Plans (DAPs). Implementation of the individual plans began during FY 1997 and continued throughout FY 1998.

During FY 1998, Administrator Browner asked her senior managers to report on their individual efforts to implement their respective DAPs.

While the DAPs are local in nature, the discussions surfaced several cross-cutting, high-priority issues that impact all EPA employees. The Office of Civil Rights (OCR) and the Office of Human Resources and Organizational Services (OHROS) coordinated several initiatives as part of a national approach and implemented them by the second quarter of FY 1998. The results were:

1. Reinvigoration of the Agency's National Human Resources Council (HRC), a permanent team of senior-level career managers to monitor and measure the implementation of individual plans as well as the Agency-wide initiatives. The HRC provides advice to the Administrator, Deputy Administrator, and the Director of OHROS regarding effective policies, strategies, and programs for organizational development, workforce planning, and career management.
2. Development of a clear, distinct mechanism for holding senior leadership accountable for the recruitment, development, and maintenance of a diverse workforce. The HRC began to hold organizations and senior (SES level) managers accountable for (1) critically assessing the level of success achieved in ensuring equal opportunity, fairness, and diversity; (2) identifying barriers within the organization which limit full participation; and (3) implementing workable corrective actions.
3. Establishment of a mandatory management training program for all supervisors and managers on human resources management, diversity, equal employment opportunity, and communication. During FY 1998, OCR continued implementing a program to regularly train EPA senior managers on their roles and responsibilities relative to civil rights and equal employment opportunity. While the program is coordinated by OCR, it is financially supported by various EPA organizations. In addition, OCR staff members began facilitating a cultural diversity workshop, *AA Winning Balance*,[@] at the request of individual organizations.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

4. Evaluation of the awards administration process within each organization. OCR reviewed the awards nomination process to determine the existence of trends and provided its report to the Agency's Awards Board.

5. Creation of a National Recruitment Program and a new EPA Intern Program. OHROS re-established the Agency's National Recruitment Program during the second quarter of FY 1998 and coordinated Agency participation in targeted recruitment activities with OCR's National SEP Managers. The recruitment office coordinated the Agency's participation in 16 job fairs sponsored by minority and women's organizations throughout the Nation. These efforts resulted in 14 entry-level job offers (10 permanent hires, including 3 Hispanic men, 4 Hispanic women, 2 Asian women, and 1 black man) and 21 candidates for the EPA Intern Program, 7 of which became semifinalists.

The new EPA Intern Program resulted in 30 job offers. Two candidates declined, including one person with a disability and one black male. The 28 final hires included 15 women, 4 blacks, 2 Hispanics, and 1 American Indian. The National SEPMs in OCR had an active role in publicizing these internship opportunities among internal constituents, external organizations, and minority academic institutions. Furthermore, one of the National SEPMs participated in the applicant review process.

6. Review and assessment of the Agency's mid-level developmental programs to ensure all employees have the opportunity to reach higher levels of professional responsibility. Implementation is scheduled to begin during FY 1999.

CIVIL RIGHTS AND DIVERSITY TRAINING

One of the critical elements needed for a successful Equal Employment Opportunity (EEO) Program is a well-informed and technically-competent management and staff. During FY 1998, the OCR sponsored training for several audiences: senior managers and supervisors; collateral-duty special SEP managers; and national SEP council members.

The OCR either directly provided or coordinated vendor offerings of ten 4-hour cultural diversity workshops benefiting nearly 100 managers/supervisors and 150 non-supervisory staff members. The vendor offerings were financially supported by various EPA organizations. The office also directly provided either brief overviews or 4-hour workshops on the Prevention of Sexual Harassment for 5 EPA organizations, benefiting about 100 staff and managers. Further, OCR staff designed a workshop on *Communicating Across Cultures: Minorities in the Workplace*, which has been offered to several EPA organizations.

The OCR provided a basic overview for collateral-duty SEP managers and national SEP council members regarding their roles and responsibilities. This overview was part of the annual meeting of each SEP group, which was held in conjunction with the annual meeting/training conference of non-government organizations whose objectives parallel those of each of the SEP programs. This included Blacks in

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Government (BIG), Federally Employed Women (FEW), Federal Asian Pacific American Council (FAPAC), National Image, and the American Indian Science and Engineering Society (AISES). Over 80 collateral-duty SEP managers and/or SEP council members benefited from this effort.

The OCR developed and disseminated a Diversity Training Vendors Catalog to help Agency organizations identify trainers that can help meet the diversity training needs of their managers and staff. The catalog lists over 80 vendors.

MINORITY ACADEMIC INSTITUTIONS

As a result of its responsibilities under individual Executive Orders, EPA participated in a variety of activities in support of Minority Academic Institutions (MAIs), including Hispanic-Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities, as well as MAI-related organizations, such as the Hispanic Association of College and Universities (HACU), the American Indian Science and Engineering Society (AISES), and the National Association for Equal Opportunity (NAFEO).

EPA supported a variety of activities with the Hispanic Association of Colleges and Universities (HACU) under its May 2, 1997, Memorandum of Understanding (MOU). For instance, EPA organizations hired 10 interns under the HACU National Internship Program during the spring and summer of 1998. The Agency also participated in the HACU Annual Meeting in September 1998, where it sponsored a recruitment booth and offered two separate workshops for HSI officials and students regarding research and other opportunities available in the Agency. In addition, EPA joined four other Federal agencies and HACU to sponsor, plan, and carry out the Second International Conference on Natural Resources and Cultural Heritage, which took place in November 1997. The Agency provided extensive financial resources (well over \$50,000), as well as other in-kind resources and staff support to this activity.

For the past several years, EPA has funded the Tribal Lands Environmental Science Scholarship program, which is managed via a cooperative agreement with the American Indian Science and Engineering Society (AISES). The scholarship is provided to college juniors, seniors, and graduate students majoring in environmental science disciplines. During FY 1998, the Agency contributed about \$450,000 to the program, benefiting 98 students, most of them American Indians.

The Agency spent extensive resources in recruitment/hiring, cooperative agreements, faculty exchanges, and other activities with individual MAIs. For instance, several EPA organizations took advantage of previously-established partnerships to work closely with such HBCUs as Jackson State University, Clark Atlanta University, Morgan State University, Howard University, Virginia State University, Tougaloo University, North Carolina Central University, Saint Augustine University, Bishop State University, and Dillard University. EPA Region VI worked to strengthen a previously-signed MOU with Langston University. A total of \$8.9 million was spent in these efforts with HBCUs. At least two organizations have been working closely with Haskell Indian Nations University, a tribal college, and several organizations have either continued or established new relationships with HSIs such as the University of

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Puerto Rico, Ponce School of Medicine, Saint Mary's University, and Florida International University.

STRENGTHENING SPECIAL EMPHASIS PROGRAMS

The number of collateral-duty Special Emphasis Program (SEP) Managers appointed from Headquarters organizations continued to increase during FY 1998. Most of the Headquarters organizations appointed one (sometimes two) SEP Managers to each one of the Agency's SEPs for a two-year renewable term.

Most of the appointed collateral-duty SEP Managers attended EPA-designed and/or contracted annual training on their roles and responsibilities; several represented EPA at the annual conference of national organizations; and many participated in setting up EPA exhibits and recruitment booths at job fairs and other related events. OCR National EEO Managers helped train each other's SEP managers regarding their roles and responsibilities.

RECRUITMENT/HIRING AND MERIT PROMOTIONS

Several EPA organizations participated in recruitment and hiring activities. Through its new National Recruitment Office, the Agency participated in 16 job fairs and targeted recruitment events. Participation in 6 of these events resulted in 14 permanent job offers and 21 candidates for the EPA Intern Program. The 14 entry-level job offers resulted in 10 permanent hires, including 3 Hispanic men, 4 Hispanic women, 2 Asian women, and 1 black man. The 21 candidates for the EPA Intern Program resulted in 7 semifinalists.

The Agency hired 657 students through the Student Temporary Employment Program (STEP). Of them, 318, or 48.4%, were minorities: 197 were black, 41 Hispanic, 57 Asian/Pacific Americans, and 23 American Indians. Several organizations had considerable success with their hiring of student temporary workers. One example is Region IX, which hired 27 students, 50% of whom were minorities. The Agency also hired 28 staff through the Student Career Experience Program; of these 11, or 39.3%, were minorities. In addition, several minority interns were hired through existing partnerships between specific EPA organizations and internships programs. These include OAR's long-standing relationship with the Washington Center Internship Program, OECA/Office of Environmental Justice's partnership with the Environmental Career Organization (ECO), and OCR's management of the HACU National Internship Program.

During FY 1998 the Agency hired 1,211 permanent employees. Of these, 639 (52.8%) were women and 437 (36.1%) minorities. Several of these new employees were hired via special hiring authorities: 108 came via bilingual/bicultural certification, including 39 (36.1%) minorities, and 92 via the Outstanding Scholar hiring authority, including 34 (34.7%) minorities.

Several individual EPA organizations made notable efforts to bring about a diverse group of permanent hires. Some examples follow: Region I had 54 hires, including 14 (25.9%) minorities and 2 (3.7%) persons with disabilities; Region II had 74 hires, including 31, (41.9%) minorities; Region III had 41

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

hires, including 28 (68.3%) minorities, and 1 person with a disability; Region IV had 90 hires, including 58 (64.4%) minorities; Region VI had 58 hires, including 33 (6.9%) minorities; Region VII had 49 hires, including 21 (42.9%) minorities; and Region VIII had 129 hires, including 57 (44.2%) minorities.

A total of 2,957 EPA employees received promotions during FY 1998. Of these, 1,825 (61.7%) went to women while 1,149 (38.9%) went to minorities.

DEVELOPMENTAL OPPORTUNITIES

Several EPA organizations provided developmental opportunities to minorities and women. A total of 307 EPA employees participated in a variety of formal, government-wide career development programs for staff at the GS/GM-13 to 15 level. These included 154, or 50.2%, women and 77, or 25.1%, minorities. Five EPA managers participated in the government-wide career development program for senior executives. However, there were no women or minorities among them.

EPA has a variety of internal career development programs available to staff at grades GS 5-8 and GS 9-12. Of the 16 participants from grades 5-8, 14 were black women, 1 a Hispanic woman, and 1 a black man. All 4 of the GS 9-12 participants were black women.

As a result of the Diversity Action Plan efforts, several EPA organizations have either begun or strengthened formal mentoring programs. For instance, Region II began a formal mentoring program involving diverse groups of mentors and mentees. Region III had 100 employees participate in the Region's MentorLink program, over half of whom were women and minorities. Region VI established a pilot program during the third quarter of FY 1998 with about 33 pairs of mentors/mentees, including women and minorities.

COMMUNITY OUTREACH

EPA established linkages with other Federal agencies and national minority organizations to facilitate candidate referrals, as well as to publicize information about EPA career opportunities and managing a culturally diverse workforce. One example of this was OCR's contribution of \$10,000 to the National Sustainable Energy and Environmental Conference, a Hispanic organization. In addition, a national EEO Manager presented a workshop on communicating across cultures before dozens of minority college students at two academic institutions, three national minority organizations, seven Federal agencies, and at least five EPA organizations.

Several EPA program and regional offices supported community efforts, as well as activities sponsored by national organizations.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

—

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

! FY 1999 PLAN UPDATE ! FY 1998 ACCOMPLISHMENT REPORT	
Name of Organization: U.S. Environmental Protection Agency	
Address of Organization: 401 M Street, SW Washington, DC 20460	
Organization Level: HEADQUARTERS	
Number of Employees Covered By Plan: <u>9,298</u> TOTAL <u>4,189</u> PROFESSIONAL <u>4,118</u> ADMINISTRATIVE <u>445</u> TECHNICAL <u>534</u> CLERICAL <u>12</u> OTHER	
Name of Contact Person/Person Preparing Form: TELEPHONE NUMBER:	Versha Kumar (202) 260-4578
Name/Title of Principal EEO Official: ANN E. GOODE, DIRECTOR OFFICE OF CIVIL RIGHTS	
 _____ Signature of Principal EEO Official DATE _____ Certify that this report is in compliance with EEOC-MD-714.	
Name/Title of Head of Organization: CAROL M. BROWNER ADMINISTRATOR	
 _____ Signature of Head of Organization DATE _____ Certify that this report is in compliance with EEOC-MD-714.	

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

**HEADQUARTERS
FY 1999 PLAN UPDATE**

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS WORK FORCE PROFILE AND ANALYSIS

This report contains accomplishments in hiring, promoting, and developing the skills and abilities of minorities and women during Fiscal Year 1998 in EPA Headquarters organizations.

The work force profiles in this section depict the distribution of Headquarters permanent full-time and part-time employees in the General Schedule (GS) and Senior Executive Service (SES) positions by race, national origin, and gender. The data are organized to show the total Headquarters population (all Professional, Administrative, Technical, Clerical, and Other--referred to as PATCO categories), as well as the populations that make up the Headquarters Professional and Administrative staff. This report concentrates its attention on these two occupational categories because they represent the vast majority of EPA Headquarters work force (89.3%). The data are also arranged by specific grade groups, as follows: GS 1-4, GS 5-8, GS 9-12, GS/GM-13, GS/GM-14, GS/GM-15, and SES. Data pertaining to Headquarters= major occupational categories for Professional jobs are included and show the percent distribution of all groups for FY 1998.

The Headquarters work force computations and subsequent analysis are based on comparisons with the National Civilian Labor Force (CLF) data for each major Professional occupation and the Washington, DC, Metropolitan Area for the combined Administrative category extracted from the 1990 Census by the EEOC. The work force data shown are as of September 30, 1998, unless stated otherwise. The tables present the actual numbers and the percentages in two decimal places. In the analysis the percentages are rounded to one decimal place except when the percentage is less than one percent.

SUMMARY ANALYSIS

At the close of FY 1998, EPA Headquarters=full-time and part-time population was 9,298. There was a net increase of 2.5% (228) from the 9,070 persons employed at the close of FY 1997. Most of the Headquarters work force (89.3%) was assigned to Professional and Administrative positions. The number of minorities and women increased by 3.7% (191) going from 5,144 to 5,335. White employees occupied 73.0% (6,792) of the positions, a 0.7% decrease from September 30, 1997. White men occupied 42.6% (3,963) of these positions on September 30, 1997, a 0.7% decrease from their rate a year earlier.

Minorities occupied 27.0% (2,506) of the Headquarters positions while women occupied 49.3% (4,581). This is a net increase of 5.3% (126) for minorities and 3.4% (153) for women from a year earlier. The representation rate in the total work force for minorities and women increased slightlyBthe rate for minorities increased by 0.7% and for women by 0.4%.

Among minorities, blacks held 20.1% (1,866) of the Headquarters positions, Hispanics 2.7% (246), Asians 3.8% (352), and American Indians 0.5% (42). Over the last year, blacks had a net increase of 3.5% (63), Hispanics 9.8% (22), Asians 9.7% (31), and American Indians 31.3% (10). The representation rates for minorities in the total work force only increased slightlyBblacks and Hispanics each increased by 0.2%,

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Asians by 0.3%, and American Indians by 0.1%.

Minority women held 18.8% (1,752) of the Headquarters positions--black women held 15.8% (1,465), Hispanic women 1.3% (119), Asian women 1.5% (143), and American Indian women 0.3% (25). Their representation rates in the total work force only increased slightly--minority women by 0.5%, black women and Hispanic women each by 0.2%, and Asian women and American Indian women each by 0.07%.

Minority men held 8.1% (754) of the Headquarters positions--black men held 4.3% (401), Hispanic men 1.4% (127), Asian men 2.3% (209), and American Indian men 0.2% (17). Their representation rates in the total work force increased slightly--minority men increased by 0.2%, black men by 0.02%, Asian men by 0.2%, and American Indian men by 0.03%. The rate for Hispanic men decreased by 0.01%.

White women occupied 30.4% (2,829) of the Headquarters positions. Their representation rate in the total work force decreased by 0.05%.

PROFESSIONAL

At the close of FY 1998, 45.1% or 4,189 members of the Headquarters work force were employed in Professional occupations. This represents a 2.5% (104) net increase over the 4,085 persons employed at the end of FY 1997. The representation of Professional employees in the Headquarters work force increased slightly, going from 45.0% to 45.1% during the same period. The number of minorities and women increased by 4.7% (81) going from 1,738 to 1,819. White employees occupied 82.0% (3,433) of the Professional positions, a 0.4% decrease from September 30, 1997. White men occupied 56.6% (2,370) of these positions on September 30, 1998, a 0.9% decrease from their rate a year earlier.

Minorities occupied 18.0% (756) of the Professional positions while women occupied 34.0% (1,424). This is a net increase of 5.0% (36) for minorities and 4.0% (55) for women from a year earlier. The representation rate in the total work force for minorities and women increased slightly--the rate for minorities increased by 0.4% and women by 0.5%.

Among the minorities, blacks held 9.2% (386) of the Professional positions, Hispanics 2.9% (120), Asians 5.6% (235), and American Indians 0.4% (15). Over the last year, blacks had a net increase of 2.9% (11), Hispanics 7.1% (8), Asians 6.8% (15), and American Indians 15.4% (2). The representation rates for minorities in the total work force increased slightly--blacks increased by 0.04%, Hispanics by 0.1%, Asians by 0.2%, and American Indians by 0.04%.

Minority women held 8.6% (361) of the Professional positions--black women held 5.2% (216), Hispanic women 1.4% (59), Asian women 1.9% (80), and American Indian women 0.1% (6). Their representation rates in the total work force increased slightly--minority women increased by 0.03%, black women by 0.02%, and Hispanic women by 0.1%. The rates for Asian women decreased by 0.1% and American Indian women by 0.01%.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Minority men held 9.4% (395) of the Professional positions. Black men held 4.1% (170) of these positions, Hispanic men 1.5% (61), Asian men 3.7% (155), and American Indian men 0.2% (9). Their representation rates in the total work force only increased slightly--minority men increased by 0.4%, black men by 0.02%, Hispanic men by 0.01%, Asian men by 0.3%, and American Indian men by 0.04%.

White women occupied 25.4% (1,063) of the Professional positions. Their representation rate in the total work force increased by 0.5%.

ADMINISTRATIVE

At the close of FY 1998, 44.3% or 4,118 persons of the Headquarters work force were employed in Administrative occupations. This represents a 4.5% (178) net increase over the 3,940 employees at the end of FY 1997. The representation of Administrative employees in the Headquarters work force increased slightly, going from 43.4% to 44.3% during the same period. The number of minorities and women increased by 6.6% (165), going from 2,500 to 2,665. White employees occupied 70.5% (2,904) of the Administrative positions, a 1.6% decrease from September 30, 1997. White men occupied 35.3% of these positions on September 30, 1998, a 1.3% decrease from their rate a year earlier.

Minorities occupied 29.5% (1,214) of the Administrative positions while women occupied 57.2% (2,357). This is a net increase of 10.3% (113) for minorities and 6.8% (151) for women from a year earlier. The representation rate in the total work force for minorities and women increased slightly--the rate for minorities increased by 1.5% and women by 1.3%.

Among the minorities, blacks held 23.5% (969) of the Administrative positions, Hispanics 2.8% (116), Asians 2.8% (110), and American Indians 0.5% (19). Over the last year, blacks had a net increase of 8.6% (77), Hispanics 13.7% (14), Asians 15.8% (15), and American Indians 58.3% (7). The representation rates for minorities in the total work force increased slightly--blacks increased by 0.9%, Hispanics by 0.2%, Asians by 0.3%, and American Indians by 0.2%.

Minority women held 22.0% (906) of the Administrative positions. Black women held 19.0% (783), Hispanic women 1.3% (53), Asian women 1.4% (59), and American Indian women 0.3% (11). Their representation rates in the total work force increased slightly--minority women increased by 1.5%, black women by 0.9%, Hispanic women by 0.3%, Asian women by 0.2%, and American Indian women by 0.1%.

Minority men held 7.5% (308) of the Administrative positions. Black men held 4.5% (186), Hispanic men 1.5% (63), Asian men 1.2% (51), and American Indian men 0.2% (8). Their representation rates in the total work force increased slightly--minority men increased by 0.02%, Asian men by 0.05%, and American Indian men by 0.01%. The rate for black men remained the same while that for Hispanic men decreased by 0.04%.

White women occupied 35.2% (1,451) of the Administrative positions. Their representation rate in the total work force decreased by 0.3%.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

TECHNICAL

At the close of FY 1998, 4.8% or 445 members of the Headquarters work force were employed in Technical occupations. This represents a 2.2% (10) net decrease over the 455 employees at the end of FY 1997. The representation of Technical employees in the Headquarters work force decreased slightly, going from 5.0% to 4.8% during the same period. The number of minorities and women decreased by 4.7% (16), going from 343 to 327. White employees occupied 51.5% (229) of the Technical positions, a 3.8% (9) decrease from September 30, 1997. White men occupied 26.5% (118) of these positions on September 30, 1998, a 1.9% increase from their rate a year earlier.

Minorities occupied 48.5% (216) of the Technical positions while women occupied 66.5% (296). This is a net decrease of 0.5% (1) for minorities and 3.9% (12) for women from a year earlier. The representation rate in the total work force for minorities increased by 0.8%. The rate for women decreased by 1.2%.

Among the minorities, blacks held 45.4% (202) of the Technical positions, Hispanics 1.1% (5), Asians 1.4% (6), and American Indians 0.7% (3). Over the last year, blacks had a net decrease of 0.5% (1) and Hispanics 16.7% (1), while there was a net increase for Asians of 20.0% (1). American Indians remained the same. The representation rates for minorities in the total work force increased slightly--blacks increased by 0.8%, Asians by 0.3%, and American Indians by 0.01%, while Hispanics decreased by 0.2%.

Minority women held 41.6% (185) of the Technical positions. Black women held 39.6% (176), Hispanic women 0.5% (2), Asian women 0.9% (4), and American Indian women 0.7% (3).

Minority men held 6.9% (31) of the Technical positions. Black men held 5.8% (26), Hispanic men 0.7% (3), and Asian men 0.4% (2). There were no American Indian men in these positions.

White women occupied 24.9% (111) of the Technical positions.

CLERICAL

At the close of FY 1998, 5.7% or 534 persons of the Headquarters work force were employed in Clerical occupations. This represents a 7.1% (41) net decrease over the 575 persons employed at the end of FY 1997. The representation of Clerical employees in the Headquarters work force decreased slightly, going from 6.3% to 5.7% during the same period. The number of minorities and women decreased by 7.0% (39), going from 558 to 519. White employees occupied 41.0% (219) of the Clerical positions, a 0.4% decrease from September 30, 1997. White men occupied 2.8% (15) of these positions on September 30, 1998, a 0.2% decrease from their rate a year earlier.

Minorities occupied 59.0% (315) of the Clerical positions while women occupied 94.4% (504). This is a net decrease of 6.5% (22) for minorities and 7.5% (41) for women from a year earlier. The

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

representation rate in the total work force for minorities increased slightly by 0.4% while women decreased by 0.4%.

Among the minorities, blacks held 56.9% (304) of the Clerical positions, Hispanics 0.9% (5), Asians 0.2% (1), and American Indians 0.9% (5). Over the last year, blacks had a net decrease of 7.3% (24). Hispanics and American Indians each had a net increase of 25.0% (1). Asians remained the same. The representation rates for minorities in the total work force only increased slightly--Hispanics increased by 0.2%, Asians by 0.01%, and American Indians by 0.2%. The black representation rate decreased by 0.1%.

Minority women held 56.2% (300) of the Clerical positions. Black women held 54.3% (290), Hispanic women 0.9% (5), and American Indian women 0.9% (5). There were no Asian women in these positions.

Minority men held 2.8% (15) of the Clerical positions. Black men held 2.6% (14) of these positions and Asian men 0.2% (1). There were no Hispanic men nor American Indian men in these positions.

White women occupied 38.2% (204) of the Clerical positions.

OTHER

At the close of FY 1998, 0.1% or 12 members of the Headquarters work force were employed in Other occupations. This represents a 20.0% (3) net decrease over the 15 employees at the end of FY 1997. White men occupied 58.3% (7) of the positions while black men held 41.7% (5). There were no women in these occupations.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

**U.S. ENVIRONMENTAL PROTECTION AGENCY
CHANGE IN WORKFORCE EEO PROFILE BY PATCOB CATEGORIES
HEADQUARTERS
From: 09/30/1997 To: 09/30/1998**

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
PROFESSIONAL	09/1997 #	4085	1369	2347	1018	165	210	59	53	138	82	7	6
	%		33.51	57.45	24.92	4.04	5.14	1.44	1.30	3.38	2.01	0.17	0.15
	09/1998 #	4189	1424	2370	1063	170	216	61	59	155	80	9	6
	%		33.99	56.58	25.38	4.06	5.16	1.46	1.41	3.70	1.91	0.21	0.14
	CHANGE IN %		0.48	-0.88	0.46	0.02	0.02	0.01	0.11	0.32	-0.10	0.04	0.00
ADMINISTRATIVE	09/1997 #	3940	2206	1440	1399	178	714	62	40	47	48	7	5
	%		55.99	36.55	35.51	4.52	18.12	1.57	1.02	1.19	1.22	0.18	0.13
	09/1998 #	4118	2357	1453	1451	186	783	63	53	51	59	8	11
	%		57.24	35.28	35.24	4.52	19.01	1.53	1.29	1.24	1.43	0.19	0.27
	CHANGE IN %		1.25	-1.26	-0.27	0.00	0.89	-0.04	0.27	0.05	0.21	0.02	0.14
TECHNICAL	09/1997 #	455	308	112	126	29	174	4	2	2	3	0	3
	%		67.69	24.62	27.69	6.37	38.24	0.88	0.44	0.44	0.66	0.00	0.66
	09/1998 #	445	296	118	111	26	176	3	2	2	4	0	3
	%		66.52	26.52	24.94	5.84	39.55	0.67	0.45	0.45	0.90	0.00	0.67
	CHANGE IN %		-1.18	1.90	-2.75	-0.53	1.31	-0.20	0.01	0.01	0.24	0.00	0.01
CLERICAL	09/1997 #	575	545	17	221	12	316	0	4	1	0	0	4
	%		94.78	2.96	38.43	2.09	54.96	0.00	0.70	0.17	0.00	0.00	0.70
	09/1998 #	534	504	15	204	14	290	0	5	1	0	0	5
	%		94.38	2.81	38.20	2.62	54.31	0.00	0.94	0.19	0.00	0.00	0.94
	CHANGE IN %		-0.40	-0.15	-0.23	0.53	-0.65	0.00	0.24	0.01	0.00	0.00	0.24
BLUE-COLLAR	09/1997 #	15	0	10	0	5	0	0	0	0	0	0	0
	%		0.00	66.67	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	09/1998 #	12	0	7	0	5	0	0	0	0	0	0	0
	%		0.00	58.33	0.00	41.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0.00	-8.33	0.00	8.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	09/1997 #	9070	4428	3926	2764	389	1414	125	99	188	133	14	18
	%		48.82	43.29	30.47	4.29	15.59	1.38	1.09	2.07	1.47	0.15	0.20
	09/1998 #	9298	4581	3963	2829	401	1465	127	119	209	143	17	25
	%		49.27	42.62	30.43	4.31	15.76	1.37	1.28	2.25	1.54	0.18	0.27
	CHANGE IN %		0.45	-0.66	-0.05	0.02	0.17	-0.01	0.19	0.18	0.07	0.03	0.07

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS REPRESENTATION OF EEO GROUPS BY GRADE

Grade groupings GS 1-4, GS 5-8, GS 9-12, GS/GM-13, GS/GM-14, GS/GM-15, and SES were evaluated to determine the status of EEO groups throughout EPA headquarters.

GS 1-4: Of the total work force, 0.4 % or 36 employees were in this grade grouping. Hispanic men and women, Asian men and women, and American Indian men and women were absent at these levels. White men occupied 30.6% of these positions while minorities and women represented 69.4%. Of the total positions, women occupied 61.1%, with white women at 13.9%.

Minority women held 47.2% of these positions--black women held all of them.

Minority men occupied 8.3% of this grade group--black men held all of them.

GS 5-8: Of the total work force, 8.7% or 796 employees were in this grade grouping. American Indian men were absent at these levels. White men occupied 7.7% of these positions while minorities and women represented 92.3%. Of the total positions, women occupied 86.3%, with white women at 37.6%.

Minority women held 48.7% of these positions--black women held 45.0%, Hispanic women 1.9%, Asian women 0.9%, and American Indian women 1.0%.

Minority men occupied 6.0% of this grade group--black men held 4.9%, Hispanic men 0.6%, and Asian men 0.5%.

GS 9-12: Of the total work force 23.6% or 2,165 employees were in this grade grouping. White men occupied 29.0% of these positions while minorities and women represented 71.0%. Of the total positions, women occupied 61.9%, with white women at 32.7%.

Minority women held 29.1% of these positions--black women held 25.5%, Hispanic women 1.6%, Asian women 1.7%, and American Indian women 0.4%.

Minority men occupied 9.1% of this grade group--black men held 5.7%, Hispanic men 1.3%, Asian men 2.1%, and American Indian men 0.1%.

GS/GM-13: Of the total work force 33.1% or 3,035 employees were in GS/GM-13 positions. White men occupied 43.9% of these positions while minorities and women represented 56.1%. Of the total positions, women occupied 46.3%, with white women at 30.1%.

Minority women held 16.2% of these positions--black women held 12.3%, Hispanic women 1.5%, Asian women 2.2%, and American Indian women 0.2%.

Minority men occupied 9.8% of this grade group--Black men held 4.6%, Hispanic men 1.7%, Asian men

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

3.2%, and American Indian men 0.4%.

GS/GM-14: Of the total work force 18.6% or 1,703 employees were in GS/GM-14 positions. White men occupied 54.7% of these positions while minorities and women represented 45.3%. Of the total positions, women occupied 38.2%, with white women at 29.4%.

Minority women held 8.8% of these positions--black women held 6.6%, Hispanic women 0.9%, Asian women 1.1%, and American Indian women 0.1%.

Minority men occupied 7.0% of these positions--black men held 3.1%, Hispanic men 1.4%, Asian men 2.5%, and American Indian men 0.06%.

GS/GM-15: Of the total work force 13.6% or 1,248 employees were in GS/GM-15 positions. American Indian women are absent at these levels. White men occupied 63.4% of these positions while minorities and women represented 36.6%. Of the total positions, women occupied 31.5%, with white women at 26.4%.

Minority women held 5.0% of these positions--black women held 3.5%, Hispanic women 0.6%, and Asian women 0.9%.

Minority men occupied 5.1% of these positions--black men held 2.0%, Hispanic men 1.3%, Asian men 1.7%, and American Indian men 0.2%.

SES: Of the total work force 2.0% or 184 employees were in SES positions. Hispanic women, Asian men, and American Indian men were absent at this level. White men occupied 64.1% of these positions while minorities and women represented 35.9%. Of the total positions, women occupied 29.4%, with white women at 26.1%.

Minority women held 3.3% of these positions--black women held 1.6%, Asian women 1.1%, and American Indian women 0.5%.

Minority men occupied 6.5% of these positions--black men held 5.4% and Hispanic men 1.1%.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY (HEADQUARTERS)													
CHANGE IN WORKFORCE GS/GM/ES 09/30/1997 To: 09/30/1998													
		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
GS 1-4	09/1997 #	39	21	12	4	5	17	0	0	1	0	0	0
	%		53.85	30.77	10.26	12.82	43.59	0.00	0.00	2.56	0.00	0.00	0.00
	09/1998 #	36	22	11	5	3	17	0	0	0	0	0	0
	%	61.11	30.56	13.89	8.33	47.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN	%	7.26	-0.21	3.63	-4.49	3.63	0.00	0.00	-2.56	0.00	0.00	0.00
GS 5-8	09/1997 #	868	749	67	310	42	419	3	10	7	6	0	4
	%		86.29	7.72	35.71	4.84	48.27	0.35	1.15	0.81	0.69	0.00	0.46
	09/1998 #	796	687	61	299	39	358	5	15	4	7	0	8
	%		86.31	7.66	37.56	4.90	44.97	0.63	1.88	0.50	0.88	0.00	1.01
	CHANGE IN	%	0.02	-0.06	1.85	0.06	-3.30	0.28	0.73	-0.30	0.19	0.00	0.54
GS 9-12	09/1997 #	2112	1272	644	694	125	502	33	30	34	37	4	9
	%		60.23	30.49	32.86	5.92	23.77	1.56	1.42	1.61	1.75	0.19	0.43
	09/1998 #	2165	1339	628	708	123	551	27	34	45	37	3	9
	%		61.85	29.01	32.70	5.68	25.45	1.25	1.57	2.08	1.71	0.14	0.42
	CHANGE IN	%	1.62	-1.49	-0.16	-0.24	1.68	-0.32	0.15	0.47	-0.04	-0.05	-0.01
GS/GM 13	09/1997 #	2893	1328	1293	884	126	338	53	41	86	62	7	3
	%		45.90	44.69	30.56	4.36	11.68	1.83	1.42	2.97	2.14	0.24	0.10
	09/1998 #	3035	1405	1332	914	139	374	52	45	96	67	11	5
	%		46.29	43.89	30.12	4.58	12.32	1.71	1.48	3.16	2.21	0.36	0.16
	CHANGE IN	%	0.39	-0.81	-0.44	0.22	0.64	-0.12	0.07	0.19	0.06	0.12	0.06
GS/GM 14	09/1997 #	1661	626	934	497	45	101	16	12	39	15	1	1
	%		37.69	56.23	29.92	2.71	6.08	0.96	0.72	2.35	0.90	0.06	0.06
	09/1998 #	1703	651	932	501	52	113	24	16	43	19	1	2
	%		38.23	54.73	29.42	3.05	6.64	1.41	0.94	2.52	1.12	0.06	0.12
	CHANGE IN	%	0.54	-1.50	-0.50	0.34	0.55	0.45	0.22	0.18	0.21	0.00	0.06
GS/GM 15	09/1997 #	1159	352	740	304	28	31	16	6	21	11	2	0
	%		30.37	63.85	26.23	2.42	2.67	1.38	0.52	1.81	0.95	0.17	0.00
	09/1998 #	1248	393	791	330	25	44	16	8	21	11	2	0
	%		31.49	63.38	26.44	2.00	3.53	1.28	0.64	1.68	0.88	0.16	0.00
	CHANGE IN	%	1.12	-0.47	0.21	-0.41	0.85	-0.10	0.12	-0.13	-0.07	-0.01	0.00
SES + GS EQ	09/1997 #	190	51	128	45	9	3	2	0	0	2	0	1
	%		26.84	67.37	23.68	4.74	1.58	1.05	0.00	0.00	1.05	0.00	0.53
	09/1998 #	184	54	118	48	10	3	2	0	0	2	0	1
	%		29.35	64.13	26.09	5.43	1.63	1.09	0.00	0.00	1.09	0.00	0.54
	CHANGE IN	%	2.51	-3.24	2.40	0.70	0.05	0.03	0.00	0.00	0.03	0.00	0.02
TOTAL	09/1997 #	8922	4399	3818	2738	380	1411	123	99	188	133	14	18
	%		49.31	42.79	30.69	4.26	15.81	1.38	1.11	2.11	1.49	0.16	0.20
	09/1998 #	9167	4551	3873	2805	391	1460	126	118	209	143	17	25
	%		49.65	42.25	30.60	4.27	15.93	1.37	1.29	2.28	1.56	0.19	0.27
	CHANGE IN	%	0.34	-0.54	-0.09	0.01	0.11	0.00	0.18	0.17	0.07	0.03	0.07

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

COMPARATIVE ANALYSIS OF CLF AND HEADQUARTERS WORK FORCE IN MAJOR PROFESSIONAL SERIES

This analysis focuses on the major Professional occupational series. Almost half (45.1%) of the EPA Headquarters work force is employed in this category, and 76.7% of these Professionals are employed in 10 major occupational series. These are: **Economists, Biologists, Toxicologists, Accountants, Auditors, Environmental Engineers, Chemical Engineers, Attorneys, Physical Scientists, and Chemists.** The analysis describes the under representation rate by job series for each of the protected groups (where applicable) as of September 30, 1998 in comparison to the National Professional Civilian Labor Force (CLF) for that specific occupation.

The most under represented group is Hispanic men. They are under represented in seven of the 10 professional occupations. White women and American Indian women are under represented in six of the 10 professional occupations. American Indian men are not represented in the CLF for one of the 10 professional occupations while American Indian women are not represented in the CLF for two professional occupations.

Economists: Of the total Professional work force, 2.8% or 116 persons worked as Economists. Six of the nine protected groups are present in this job series, while Asian women, American Indian men, and American Indian women are absent. Six groups are under represented--white women by 14.0%, black women by 0.6%, Hispanic women by 0.3%, Asian women by 1.4%, American Indian men and women each by 0.1%.

Biologists: Of the total Professional work force, 12.3% or 513 persons worked as Biologists. All groups are present in this job series, although five are under represented. White women are under represented by 3.0%, Hispanic men by 1.2%, Hispanic women by 0.04%, Asian men by 2.2%, and Asian women by 2.4%.

Toxicologists: Of the total Professional work force, 2.7% or 113 persons worked as Toxicologists. Five of the nine protected groups are present in this job series, while Hispanic men, Hispanic women, and American Indian women are absent. American Indian men are not represented in the Professional CLF force for this occupation. Six groups are under represented--white women by 7.9%, black men by 0.1%, Hispanic men by 2.1, Hispanic women by 1.6%, Asian women by 0.9%, and American Indian women by 0.2%.

Accountants: Of the total Professional work force, 2.5% or 104 persons worked as Accountants. Except for Hispanic women, American Indian men, and American Indian women, all groups are present in this job series. Six groups are under represented--white women by 17.7%, Hispanic men by .8%, Hispanic women by 2.4%, Asian men by 1.3%, American Indian men by 0.1%, and American Indian women by 0.2%.

Auditors: Of the total Professional work force, 5.5% or 232 persons worked as Auditors. Except for American Indian women, all groups are present in this job series. Six groups are under represented--white women by 15.1%, Hispanic men by 0.9%, Hispanic women by 0.7%, Asian men by 1.0%, Asian women by 1.4%, and American Indian women by 0.2%.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Environmental Engineers: Of the total Professional work force, 11.9% or 498 persons worked as Environmental Engineers. This is the second most populous of the Professional occupations. Seven groups are present in this job series, although two of them are under represented. Asian men are under represented by 1.3% and American Indian men by 0.2%. American Indian women are not represented in the Professional CLF for this occupation.

Chemical Engineers: Of the total Professional work force, 3.6% or 151 persons worked as Chemical Engineers. Except for American Indian men, all groups are present in this job series. American Indian women are not represented in the professional CLF for this occupation. In this job category, only American Indian men (0.1%) are under represented.

Attorneys: Of the total Professional work force, 9.3% or 388 persons worked as Attorneys. All groups are present in this job category. Hispanic men are under represented by 0.2% and American Indian women by 0.1%.

Physical Scientists: Of the total Professional work force, 15.5% or 650 persons worked as Physical Scientists. This is the most populous job series. All groups are present in this occupation with three groups under represented--white women by 0.8%, Hispanic men by 1.0%, and American Indian men by 0.05%.

Chemists: Of the total Professional work force, 10.7% or 447 persons worked as Chemists. Except for American Indian women, all groups are present in this job series. Five groups are under represented--black men by 0.9%, black women by 0.1%, Hispanic men by 0.4%, Asian men by 1.9%, and American Indian women by 0.1%.

COMPARATIVE ANALYSIS OF CLF AND HEADQUARTERS WORK FORCE IN THE ADMINISTRATIVE SERIES

This summary focuses on the Administrative occupations. The Agency Headquarters has 4,118 employees in the Administrative job category, comprising 44.3% of its total work force. All protected groups

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

are represented in this job series, although two are under represented--Hispanic women (0.5%) and Asian men (0.2%). White women, black men, black women, Hispanic women, Asian women, American Indian men, and American Indian women are at parity with the Washington, DC Metropolitan Area Administrative CLF.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY (HEADQUARTERS) COMPARISON OF SPECIAL INTEREST SERIES WITH NATIONAL CLF PROFESSIONAL As of 09/30/1998

OCCUPATIONAL CATEGORY	Total All	White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
110-ECONOMIST	116	71	29	5	2	2	1	6	0	0	0
CIVILIAN LABOR FORCE	100	61.21	25.00	4.31	1.72	1.72	0.86	5.17	0.00	0.00	0.00
CLF Data Basis: NATIONAL	100	50.20	39.00	2.30	2.30	1.60	1.20	1.80	1.40	0.10	0.10
401 - BIOLOGIST	513	283	163	22	16	3	7	9	5	2	3
CIVILIAN LABOR FORCE	100	55.17	31.77	4.29	3.12	0.58	1.36	1.75	0.97	0.39	0.58
CLF Data Basis: NATIONAL	100	50.40	34.80	1.80	2.10	1.80	1.40	3.90	3.40	0.30	0.10
415 - TOXICOLOGY	113	54	29	2	3	0	0	20	5	0	0
CIVILIAN LABOR FORCE	100	47.79	25.66	1.77	2.65	0.00	0.00	17.70	4.42	0.00	0.00
CLF Data Basis: NATIONAL	100	44.20	33.60	1.90	2.00	2.10	1.60	9.10	5.30	0.00	0.20
510 - ACCOUNTANT	104	40	26	7	25	1	0	1	4	0	0
CIVILIAN LABOR FORCE	100	38.46	25.00	6.73	24.04	0.96	0.00	0.96	3.85	0.00	0.00
CLF Data Basis: NATIONAL	100	40.70	42.50	2.40	4.30	1.80	2.40	2.30	3.10	0.10	0.21
511 - AUDITOR	232	104	64	22	28	2	4	3	4	1	0
CIVILIAN LABOR FORCE	100	44.83	27.59	9.48	12.07	0.86	1.72	1.29	1.72	0.43	0.00
CLF Data Basis: NATIONAL	100	40.70	42.50	2.40	4.30	1.80	2.40	2.30	3.10	0.10	0.21
819 - ENV. ENGINEER	498	320	88	17	17	15	8	27	6	0	0
CIVILIAN LABOR FORCE	100	64.26	17.67	3.41	3.41	3.01	1.61	5.42	1.20	0.00	0.00
CLF Data Basis: NATIONAL	100	77.80	7.90	2.80	0.60	2.60	0.40	6.70	0.80	0.20	0.00
893 - CHEMICAL ENG.	151	71	34	6	5	6	5	18	6	0	0
CIVILIAN LABOR FORCE	100	47.02	22.52	3.97	3.31	3.97	3.31	11.92	3.97	0.00	0.00
CLF Data Basis: NATIONAL	100	77.70	9.00	2.70	0.80	2.30	0.50	6.00	0.90	0.10	0.00
905 - ATTORNEY	388	200	135	10	13	6	10	5	8	1	0
CIVILIAN LABOR FORCE	100	51.55	34.79	2.58	3.35	1.55	2.58	1.29	2.06	0.26	0.00
CLF Data Basis: NATIONAL	100	71.00	21.60	1.90	1.50	1.70	0.80	0.90	0.50	0.10	0.10

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY (HEADQUARTERS) COMPARISON OF SPECIAL INTEREST SERIES WITH NATIONAL CLF PROFESSIONAL As of 09/30/1998

OCCUPATIONAL CATEGORY	Total	White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
	All	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	650	396	159	24	24	4	6	21	13	1	2
1301 - PHYS. SCIENTIST	100	60.92	24.46	3.69	3.69	0.62	0.92	3.23	2.00	0.15	0.31
CIVILIAN LABOR FORCE	100	64.40	25.30	2.30	2.30	1.60	0.40	2.40	0.80	0.20	0.20
CLF Data Basis: NATIONAL											
	447	265	105	14	9	7	7	20	19	1	0
1320 - CHEMIST	100	59.28	23.49	3.13	2.01	1.57	1.57	4.47	4.25	0.22	0.00
CIVILIAN LABOR FORCE	100	60.00	20.70	4.00	2.10	2.00	1.20	6.40	3.40	0.20	0.10
CLF Data Basis: NATIONAL											

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY (HEADQUARTERS) COMPARISON OF POPULOUS ADMINISTRATIVE SERIES WITH NATIONAL CLF As of 09/30/1998

OCCUPATIONAL CATEGORY	Total	White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
	All	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
CIVILIAN (WASHINGTON DC) WORK FORCE	100	33.80	35.10	8.70	15.50	1.40	1.80	1.40	2.00	0.01	0.02
HEADQUARTERS	1152	465	480	36	104	12	10	15	22	3	5
028 - ENV. PROT. SPEC.	100	40.36	41.67	3.13	9.03	1.04	0.87	1.30	1.91	0.26	0.43
HEADQUARTERS	586	160	206	20	169	11	10	4	3	1	2
301 - GEN. ADMIN.	100	27.30	35.15	3.41	28.84	1.88	1.71	0.68	0.51	0.17	0.34
HEADQUARTERS	366	168	78	33	48	8	2	16	10	2	1
334 - COMPUTER SPEC.	100	45.90	21.31	9.02	13.11	2.19	0.55	4.37	2.73	0.55	0.27
HEADQUARTERS	116	76	31	4	3	1	0	0	1	0	0
340 - PROGRAM MGR.	100	65.52	26.72	3.45	2.59	0.86	0.00	0.00	0.86	0.00	0.00
HEADQUARTERS	1173	322	457	39	294	13	18	12	16	0	2
343 - MGMT. ANALYST	100	27.45	38.96	3.32	25.06	1.11	1.53	1.02	1.36	0.00	0.17
HEADQUARTERS	215	59	72	18	56	3	5	0	0	1	1
1102 - CONTRACT SPEC.	100	27.44	33.49	8.37	26.05	1.40	2.33	0.00	0.00	0.47	0.47
HEADQUARTERS	258	168	48	15	6	11	4	2	2	2	0
1811-CRIMINAL INVSTG.	100	65.12	18.60	5.81	2.33	4.26	1.55	0.78	0.78	0.78	0.00

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

**REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR
ACCOMPLISHMENT**

HEADQUARTERS

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

The following barrier statements/objectives and action items were originally identified in the EPA's five year Affirmative Employment Program (AEP) Plan for Minorities and Women. The U.S. Equal Employment Opportunity Commission (EEOC) requires that originally identified as well as subsequent barrier statements/objectives and action items be included in any updates to the agency's five year plan until the barriers have been eliminated.

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENT
HEADQUARTERS**

PROGRAM ELEMENT:		ORGANIZATION AND RESOURCES			
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL (S)	TARGET DATE(S)	ACCOMPLISHMENT Yes/Partial/No	
There is insufficient support (financial and other resources) for EPA's Special Emphasis Programs (SEPs). Because of inadequate training, some of the collateral-duty SEP managers lack the knowledge, skills, and abilities (KSAs) to function well in their positions. Others have limited access to information and guidance. This impacts on their ability to provide sound advice and assistance to management officials on the employment concerns of women and minorities.	To have SEPs that effectively address the employment issues of women and minorities; provide sound advice, information, and feedback to both their management officials and the national SEP managers; and provide strong leadership for their councils and constituent groups. 1. Provide financial and human resources, training, and guidance to collateral-duty SEP managers to enhance their KSAs so that they can administer their respective programs efficiently and effectively. 2. Conduct meetings of the national SEP councils to develop work plans as well as implementation strategies to improve opportunities for women and minorities. 3. Conduct technical assistance visits to EPA organizations as needed.	AAs, OCR OCR (lead) AAs (support) OCR	Annually Annually Annually	P Y P	
STATUS: Most of the Headquarters organizations appointed collateral-duty SEP managers and provided them with adequate financial and other support. All national SEP councils held their annual meetings and training conferences as planned. The national SEP managers continue to use various means (electronic/paper mail and monthly meetings and conference calls) to provide information and guidance to collateral-duty SEP managers concerning policy and/or EPA and government-wide program activities.					

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENT
HEADQUARTERS**

PROGRAM ELEMENT: ORGANIZATION AND RESOURCES				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)	ACCOMPLISHMENT Yes/Partial/No
All Headquarters organizations need to appoint collateral-duty SEP managers to assist senior managers in carrying out their special emphasis program responsibilities.	To comply with 29 CFR Part 1614.102 which requires that federal agencies designate such Special Emphasis Program Managers as may be necessary to maintain a continuing affirmative program that promotes equal opportunity and identifies and eliminates discriminatory practices and policies: 1. Appoint employees in each of the Headquarters program offices and laboratories to serve as collateral-duty SEP managers. 2. Provide technical guidance and instruction to collateral-duty SEP managers on civil rights and EEO law, and program goals and objectives	Senior Managers (AAs, DAAs), OCR SEPMs and Area Directors (technical assistance) OCR Area Directors National EEO/SEP Managers	Biennially Annually	P Y

STATUS: Most of the HQ organizations have appointed collateral-duty SEP managers for each of the six special emphasis programs. Training is conducted annually for Agency SEP managers in civil rights and EEO law/program goals and objectives as well as in SEP roles and responsibilities.

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENT
HEADQUARTERS**

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)	ACCOMPLISHMENT Yes/Partial/No
The misperception by some managers that minorities and women are not qualified for supervisory positions and the inability of some employees to relate well to persons of a different race, ethnicity, or gender.	<p>To create a work place where all employees value diversity and there is true equal employment opportunity (EEO) for all to reach their potential.</p> <ol style="list-style-type: none"> 1. Monitor equal opportunity complaints or problems to determine EEO training needs. 2. Continue providing training in EEO law and cultural diversity to help staff, especially managers and supervisors, understand and support the Agency's legal responsibilities and appropriately value diversity in the work place. 	OCR, OIHKOS OIHKOS/OCR/AAs,	Annually Annually	<p>Yes</p> <p>Partial</p> <p>No</p>

STATUS: The OCR's Complaint Resolution and External Compliance Staff monitors discrimination complaints to determine most frequently cited bases and issues. This provides indications of areas where training may be needed, i.e., EEO law, diversity, sexual harassment prevention, etc. Additionally, OCR and program offices have conducted diversity training courses for managers and employees. This process is ongoing until all managers and staff have received the training.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENT
HEADQUARTERS

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)	ACCOMPLISHMENT Yes/Partial/No
Career development opportunities for secretarial and administrative support staff are limited in many of the HQ organizations. Furthermore, managers do not take advantage of the growth potential of their support staff.	To create a wide range of career development opportunities for secretarial and clerical staff and encourage their participation in career development programs:			
	1. Restructure jobs to provide entry-level developmental opportunities for minorities and women in support positions.	AAs, senior managers, OHIROS (support)	Annually	P
	2. Provide support staff with rotational assignments to non-support positions.	AAs, senior managers, OHIROS (support)	Annually	P
	3. Include a segment on "support staff development" in the Agency's Work Force Development Strategy.	OHIROS	Ongoing	Y
STATUS: Some managers provide growth potential for administrative support staff through "mission related" training, restructuring positions for use in upward mobility, and creating bridge positions, etc. To help management address career enhancement for support staff, the EPA Institute for Individual and Organizational Excellence has included a segment on Administrative Support and Technical Development in the Agency's Work Force Development Strategy. The training module focuses on single-grade interval positions and is designed to provide training related to current skills, as well as to enhance career opportunities through college-level education for targeted positions.				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENT
HEADQUARTERS**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)	ACCOMPLISHMENT Yes/Partial/No
Headquarters organizations have been moderately successful in recruiting applicants from groups that are under represented in, or absent from most populous Professional and Administrative series	To enlarge the applicant pool of qualified candidates from under represented groups in Professional and Administrative categories, with particular focus on the employment of blacks, Hispanics, Asians, and American Indians.	OHIROS, managers and supervisors OCR (advice)	Ongoing	P
	1. Ensure that recruitment efforts yield diverse applicant pools from which selections are made to Professional and Administrative positions.	OCR	Bi-annually	Y
	2. Issue reports outlining specific goals and program objectives for achievement through affirmative employment.	OHIROS OCR (tech. asst.)	Ongoing	P
	3. Provide guidance to hiring officials on developing targeted recruitment mechanisms for minorities and women.	Dir., OCR & EEO Mgrs Collateral-duty SLP Mgrs.	Ongoing	P
<p>4. Meet with senior-level Headquarters officials to inform them of areas of under representation and jointly develop recruitment and hiring strategies to improve work force representation profiles.</p> <p>Status: As required, EPA organizations generally establish goals and objectives for minorities and women in their annual Affirmative Employment Program (AEP) Plan Update and Accomplishment Reports, where needed. The OCR and its EEO Managers work with Headquarters collateral-duty SLP Managers to help identify candidates for selection into Professional and Administrative positions, and provide minority and women's professional organizations with vacancy announcements. More institutionalized attention must be given to identifying potential applicants so that they can be referred to hiring officials for consideration. Some OCR EEO Managers regularly refer candidates that may qualify for Outstanding Scholar appointments.</p>				

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN **REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENT** **HEADQUARTERS**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)	ACCOMPLISHMENT Yes/Partial/No
Program officials who make personnel decisions regarding hiring, promotions, training, and recognition are not assuming responsibility for achieving positive results in affirmative employment.	To increase the commitment and accountability of program/hiring officials throughout the Agency for improving the representation of minorities and women.			
	1. Issue affirmative policy, specific goals, and program objectives for the Agency, Office, Division, and Branch levels.	AAs, RAs, IG, Gen. Counsel	Annually/April	Y
	2. Institute policy and mechanisms for ensuring that hiring officials actively recruit and consider minorities and women before making selections.	OARM/OHROS OCR	September, 1999	P
	3. Include managers' progress in meeting specific AEP goals and objectives when evaluating their performance against their critical performance elements.	OHROS/ERR/OCR	Annually/October	Y
	4. Develop policy recommendation on required AEP/EEO/civil rights training for all managers and supervisors; design, develop, and provide the training.	OHROS/OCR	December, 1999	N
STATUS: The OCR provides detailed instructions and guidance to each EPA organization (program and regional offices) for the preparation of their annual Affirmative Employment Program (AEP) Plan Update and Accomplishment Reports, which include AEP goals and objectives. Management officials are provided copies of the Agency's AEP submission to the Equal Employment Opportunity Commission (EEOC) to make them aware of areas where targeted recruitment is needed. Additionally, the Agency's National Human Resources Council has developed an "Accountability Model" for senior executive service (SES) performance relative to the AEP and diversity goals.				

**AFFIRMATIVE EMPLOYMENT GOALS
HEADQUARTERS**

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U. S. ENVIRONMENTAL PROTECTION AGENCY FY 1999 NUMERICAL OBJECTIVES BY PATCOB OCCUPATIONAL CATEGORIES HEADQUARTERS

OCCUPATIONAL CATEGORIES		TOTAL	WOMEN	BLACK	HISPANIC	ASIAN PACIFIC ISLANDERS	AMERICAN INDIANS
PROFESSIONAL	ACTUAL	4189	3433	386	120	235	15
	PLANNED		3457	389	128	249	17
	GOALS	49	24	1	8	14	2
ADMINISTRATIVE	ACTUAL	4296	2904	969	116	110	19
	PLANNED		2974	1009	129	118	21
	GOALS	178	70	40	13	8	2
TECHNICAL	ACTUAL	445	229	202	5	6	3
	PLANNED	----	----	----	----	----	----
	GOALS	----	----	----	----	----	----
CLERICAL	ACTUAL	534	219	304	5	1	5
	PLANNED	----	----	----	----	----	----
	GOAL	----	----	----	----	----	----
BLUE-COLLAR	ACTUAL	12	0	5	0	0	0
	PLANNED	----	----	----	----	----	----
	GOALS	----	----	----	----	----	----

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

U.S. ENVIRONMENTAL PROTECTION AGENCY FY 1999 GOALS FOR MOST POPULOUS PROFESSIONAL SERIES HEADQUARTERS

PROFESSIONAL JOB SERIES		WOMEN	BLACK	HISPANIC	ASIAN/ PACIFIC ISLANDER	AMERICAN INDIAN/ ALASKAN NATIVE
110	ECONOMIST	6	-	-	-	1
401	BIOLOGIST	7	-	2	8	-
415	TOXICOLOGY	4	-	2	-	1
510	ACCOUNTANT	-	-	1	1	-
511	AUDITOR	7	-	2	2	-
819	ENVIRONMENTAL ENGINEER	-	-	-	1	-
1301	PHYSICAL SCIENTIST	-	-	1	-	-
1320	CHEMIST	-	1	-	2	-

**FY 1998 ACCOMPLISHMENT REPORT
HEADQUARTERS**

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

**NOTEWORTHY ACTIVITIES/INITIATIVES
HEADQUARTERS**

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS NOTEWORTHY ACTIVITIES/INITIATIVES

LISTING OF NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTION OPPORTUNITIES FOR WOMEN AND MINORITIES

CIVIL RIGHTS AND DIVERSITY TRAINING

During FY 1998, the Office of Civil Rights (OCR) provided guidance, tools, and coordination, or directly sponsored training for Headquarters senior managers, supervisors, and staff, as well as collateral-duty special emphasis program (SEP) managers.

The OCR either directly provided or coordinated vendor offerings of 10 four-hour cultural diversity workshops benefiting nearly 100 Headquarters managers/supervisors and 150 non-supervisory staff members. The vendor offerings were financially supported by the Office of Research and Development (ORD), Office of Water (OW), Office of General Counsel (OGC), Office of International Activities (OIA), and Office of Prevention, Pesticides and Toxic Substances (OPPTS). The office also directly provided either brief overviews or 4-hour workshops on the prevention of sexual harassment for three Headquarters organizations, benefiting approximately 60 staff and managers. Further, OCR staff designed a workshop on **Communicating Across Cultures: Minorities in the Workplace**, which has been offered to OPPTS. In addition, the Office of Enforcement and Compliance Assurance (OECA) sponsored a one-day vendor-provided workshop on the Roles and Responsibilities of Special Emphasis Program (SEP) Managers which was open to all Headquarters SEP Managers; about 20 SEP Managers participated.

The OCR developed and disseminated a diversity training vendors catalog to help organizations identify trainers that can help meet the diversity training needs of their managers and staff. The catalog lists over 80 vendors.

The Headquarters collateral-duty SEP Managers also participated in the annual training provided by OCR's National SEP Managers in conjunction with the annual meetings/training conferences of non-government organizations whose objectives parallel those of each of the respective SEP programs. This included Blacks in Government (BIG), Federally Employed Women (FEW), Federal Asian Pacific American Council (FAPAC), National Image, and the American Indian Science and Engineering Society (AISES). Over 80 collateral-duty SEP managers and/or SEP council members benefited from this effort.

MINORITY ACADEMIC INSTITUTIONS

As a result of the Agency's responsibilities under individual Executive Orders, Headquarters organizations participated in a variety of activities in support of Minority Academic Institutions (MAIs), including Hispanic-Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities, as well as such MAI-related organizations as the Hispanic Association of Colleges and Universities (HACU), the American Indian Science and Engineering Society (AISES), and the

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

National Association for Equal Opportunity (NAFEO).

Headquarters organizations hired 10 interns under the HACU National Internship Program during the spring and summer of 1998. Several Headquarters organizations participated in the HACU annual meeting in September 1998, where the Office of Recruitment sponsored a recruitment booth and the Office of Research and Development provided two separate workshops for HSI officials and students regarding research and other opportunities available in the Agency. In addition, Headquarters organizations joined other Agency offices to help sponsor, plan, and carry out the HACU Second International Conference on Natural Resources and Cultural Heritage. Further, the Agency provided HACU with \$20,000 towards the international conference, which took place in November of 1997.

The Office of Waters American Indian Environmental Office (AEIO) coordinates the Tribal Lands Environmental Science Scholarship Program, which is managed via a cooperative agreement with the American Indian Science and Engineering Society (AISES). The scholarship is provided to college juniors, seniors, and graduate students majoring in environmental science disciplines. During FY 1998, the Agency contributed about \$450,000 to the program, benefiting 98 students, most of them American Indians.

Headquarters organizations spent extensive resources in recruitment/hiring, cooperative agreements, faculty exchanges, and other activities with individual MAIs. For instance, several offices worked closely with such HBCUs as Jackson State University, Clark Atlanta University, Morgan State University, Howard University, Virginia State University, Tougaloo University, North Carolina Central University, Saint Augustine University, Wilberforce University, Bishop State University, and Dillard University. At Headquarters, activities with HBCUs cost around \$3.4 million.

A senior official from the Office of Human Resources and Organizational Services (OHROS) has established a working relationship with an HSI, Florida International University, for recruitment and hiring purposes. Furthermore, the Office of General Counsel sent recruiters to an HSI, St. Mary's University Law School, to recruit for its 1999 Summer Honors Program.

STRENGTHENING SPECIAL EMPHASIS PROGRAMS

The number of collateral-duty Special Emphasis Program (SEP) Managers from Headquarters organizations continued to increase during FY 1998. By the close of FY 1998, most of the Headquarters organizations had appointed one (sometimes two) SEP Managers to each one of the Agency's SEPs for a two-year renewable term.

Several of the appointed collateral-duty SEP Managers participated in activities that strengthened their ability to carry out their responsibility. For instance, most of them attended EPA-designed and/or contractor-provided annual basic training on their roles and responsibilities, several participated in annual conferences of related minority organizations, and many helped prepare exhibits and recruitment booths at job fairs and other related events. The National EEO Managers helped one another train collateral-duty SEP managers regarding their roles and responsibilities.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Several Headquarters organizations have provided significant roles for their appointed collateral-duty SEP Managers. For instance, the Office of Inspector General (OIG) appointed ten collateral-duty SEP Managers and involved them in addressing the issues raised in the Diversity Action Plan meetings, developing recruitment plans, and reviewing and providing input to the office's Affirmative Employment Program (AEP) Plan. Furthermore, the SEP Managers spearheaded OIG's joint efforts with OHROS to validate the workforce data in an effort called Project Accuracy.

RECRUITMENT/HIRING AND MERIT PROMOTIONS

Several EPA Headquarters organizations had considerable success hiring temporary workers--through the Student Temporary Employment Program (318 participants Agency wide - 48.4% were minorities), the Student Career Experience Program (11 participants - 39.3% were minorities), and internships through existing partnerships between specific EPA organizations and internships programs. This includes OAR's long-standing relationship with the Washington Center Internship Program, the Office of Environmental Justice's partnership with the Environmental Career Organization (ECO), and the OCR's management of the HACU National Internship Program.

During FY 1998, Headquarters organizations hired 1,009 permanent employees. Four hundred and ninety five, 49.1%, were women and 280 or 27.8% were minorities. Among new hires, minorities were represented as follows: blacks, 17.6%; Hispanics, 4.1%; Asians, 5.2%; and American Indians, 0.9%. Some of these new employees were hired via special hiring authorities, including the 108 who were hired through the bilingual/bicultural certification process, of which 39, 36%, were minorities, and the 92 hired through the Outstanding Scholar authority, which included 34, or 35%, who were minorities.

Several Headquarters organizations--Office of Solid Waste and Emergency Response, Office of Human Resources and Organizational Services (OHROS), Office of Policy, Office of Prevention, Pesticides, and Toxic Substances, Office of Air and Radiation, and Office of the Chief Financial Officer successfully partnered with the National Recruitment Office to recruit and hire a diverse group of permanent hires by participating in 16 minority job fairs. As a result, the participating Headquarters organizations made at least 14 job offers and hired 12 permanent employees.

OHROS established the new EPA Intern Program. Participation in the 16 minority job fairs yielded 21 candidates, 9 of whom became semi finalists. Overall, the EPA Intern Program resulted in 30 job offers. Two candidates declined, including one person with a disability and one black male. The 28 final hires included 15 women, 4 blacks, 2 Hispanics, and 1 American Indian.

A total of 1,462 employees received promotions in Headquarters organizations. Of these, 897, or 61.4%, were women, while 583, or 39.9%, were minorities, as follows: 31.8% black, 3.6% Hispanic, 3.9% Asian, and 0.6% American Indian.

DEVELOPMENTAL OPPORTUNITIES

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

EPA organizations provided a variety of developmental and promotion opportunities for their employees. These opportunities included participation in government-wide developmental programs, EPA-specific programs, details, and temporary promotions. A total of 307 employees participated in a variety of formal, government-wide career development programs.

Individual Headquarters organizations provided opportunities to staff members, including women and minorities, to serve on details and/or rotational assignments to broaden their experience in different areas of interest to them and the organization. For instance, the Office of Administration and Resources Management committed to provide at least 40 hours of training and development for all employees; this included providing OPM Management Development training to at least eight employees, six of whom were minorities. The Office of Policy provided the following opportunities: two minority women served in rotational opportunities with other EPA organizations; two women (one of them a minority) were temporarily assigned to other Federal agencies; a minority Presidential Management Intern went on a rotation to a city government; and three GS/GM 15 managers—including one white woman, one black woman, and one white man—participated in the Federal Executive Institute's Development Program.

The Office of the Administrator (OA) continued its very successful program of detailing staff employees to serve as Special Assistants to the Administrator and the Deputy Administrator. During FY 1998, OA provided this opportunity to eight employees (three, or 37.5% were minorities, and five, or 62.5%, were women).

Several Headquarters organizations either began or strengthened formal mentoring programs. For instance, ORD developed a Mentoring Program Handbook and Manual, as well as formal training, to encourage the establishment of formal mentoring relationships. OPPTS has a mentoring program in place, and OSWER is getting ready to implement a volunteer mentoring program based, in part, on OPPTS' program.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

APPENDIX

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

THIS PAGE LEFT BLANK

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

GLOSSARY

Section I. Abbreviations

AA	Assistant Administrator
AEP	Affirmative Employment Program
AEPP	Affirmative Employment Program Plan
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EO	Equal Opportunity
EPA	Environmental Protection Agency
FEORP	Federal Equal Opportunity Recruitment Program
FWP	Federal Women's Program
FWPM	Federal Women's Program Manager
HEP	Hispanic Employment Program
HEPM	Hispanic Employment Program Manager
OCR	Office of Civil Rights
OPM	Office of Personnel Management
PWD	People with Disabilities
RA	Regional Administrator
RDCR	Regional Director of Civil Rights
SAAC	Secretarial/Administrative Advisory Council
SEP	Special Emphasis Program
SEPM	Special Emphasis Program Manager
WISE	Women in Science and Engineering

Section II. Terms and Definitions

Action Item

A step which has been identified towards achieving objectives documented in the Affirmative Employment Program (AEP) Accomplishment Report of Objectives and Action Items.

Administrative Judge (AJ)

An official employed and assigned by the EEOC to hold hearings on formal complaints of discrimination.

Affirmative Employment

Action taken to eliminate historic under representation of women and minorities in the federal workforce. It includes the total process by which agencies identify barriers to equal opportunity, take action to eliminate them, and locate, identify, and assist in the employment of qualified applicants from under represented groups in categories of employment where such under representation has been determined.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Affirmative Employment Program (AEP) Plan

Federal agencies are required by law to implement affirmative employment programs plans to eliminate under representation of women and minorities where it exists and to conduct affirmative recruitment for under represented occupations and pay grades. The plan is a multi-year document developed by each federal agency and submitted to the U.S. Equal Employment Opportunity Commission (EEOC). It includes comprehensive workforce analyses by occupational categories, grade groupings, and key jobs that can lead to middle and senior level positions; identification of barriers to the employment of women and minorities; and development of action plans for eliminating the barriers. Agencies also develop and submit annual AEP program accomplishment reports and annual AEP updates.

Affirmative Employment Program (AEP) Groups

White women, Black men, Black women, Hispanic men, Hispanic women, Asian/Pacific American men, Asian/Pacific American women, American Indian men, and American Indian women. Men and women with disabilities are also considered AEP groups, but they are covered under a separate AEP plan.

Age Discrimination

A claim of discrimination based on age by an individual who is at least 40 years of age at the time of the alleged discriminatory act.

Allegation of Reprisal

A claim of restraint, interference, coercion, discrimination, or retaliation in connection with presenting or processing a complaint or because of any opposition to an employment practice unlawful under Title 29 CFR Part 1614.

American Indian/Alaskan Native

Defined by the EEOC as a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian/Pacific Islander

Defined by the EEOC as a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

Barrier

Personnel principle, policy, or practice which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women, and individuals with disabilities.

Black (not of Hispanic origin)

Defined by the EEOC as a person having origins in any of the black racial groups of Africa. Does not include Hispanics.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Civilian Labor Force (CLF)

People, age 16 or older, who are employed or seeking employment. These statistics include those in the Armed Forces. Civilian labor data are published on a nation-wide basis, by geographic region, and by locality (referred to as Standard Metropolitan Statistical Area, or SMSA).

Class Complaint

A written discrimination complaint filed on behalf of a class by the agent of the class. A class is defined as a group of employees, former employees, or applicants who have alleged that they have been or are being intentionally or unintentionally adversely affected by an agency personnel policy or practice which discriminates against the group on the basis of their common race, color, religion, sex, national origin, age, or disability.

Complainant

A federal employee, a former federal employee, or an applicant for federal employment who files a formal complaint of discrimination based on his or her race, color, religion, sex, national origin, age, disability, and/or reprisal.

Desk Review

A paper review of statistical information submitted by a recipient of EPA assistance during the application process and implementation of the assistance award. Generally, statistical information alone is not a sufficient basis for a finding of discrimination, but may serve as a basis to make further inquiry of the recipient's practices in EPA assisted programs and activities. It is a way of determining if the recipient is carrying out its civil rights responsibilities for monitoring adherence to special conditions relating to equal opportunity made at the time of the assistance award, for reviewing compliance with voluntary compliance agreements, for determining if the recipient needs technical assistance, for evaluating subsequent applications from the recipient in light of past performance, and for targeting recipients for onsite reviews.

Disabled Person

An individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. For purposes herein, the term disabled does not include any individual who is an alcoholic or drug abuser and whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question, or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or to the safety of others. Disabilities targeted for emphasis in affirmative employment program planning are: deafness; blindness; missing extremities; partial paralysis; complete paralysis; convulsive disorders; mental retardation; mental illness; and distortion of limbs and/or spine.

Discrimination

Any act or failure to act, impermissibly based in whole or in part on a person's race, color, national origin, religion, gender, age, or disability, and/or reprisal, that adversely affects privileges, benefits, working conditions, results in disparate treatment, or has a disparate impact on employees or applicants.

EEO Counselor

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

An agency employee working under the direction of the Director of Civil Rights or other senior EEO official, who makes informal inquiries and seeks resolution of informal complaints.

EEO Groups

White men, white women, black men, black women, Hispanic men, Hispanic women, Asian/Pacific Islander men, Asian/Pacific Islander women, American Indian/Alaskan Native men, American Indian/Alaskan Native women. Men and women with disabilities are also considered EEO groups, but they are covered under a separate affirmative employment plan in accordance with Section 501 of the Rehabilitation Act of 1973, as amended.

Employee

Either a full-time or part-time member of the Agency's work force who is employed on a permanent basis. This term does not include those individuals hired under temporary or intermittent appointments.

EPA Components/Organizations

EPA components or organizations consist of program offices (AAships), regional offices, and major laboratories. Major laboratories are provided guidance and direction in the development of Affirmative Employment Program Plans by an Area Director of Civil Rights - one each located at Las Vegas, Cincinnati, and Research Triangle Park.

Equal Employment Opportunity (EEO)

The right of all persons to work and advance on the basis of merit, ability, and potential, free from social, personal, or institutional barriers of prejudice and discrimination.

Equal Employment Opportunity Commission (EEOC)

The federal agency responsible for enforcing laws which prohibit discrimination based on race, color, religion, sex, national origin, age (40 and over), disability and reprisal. The EEOC holds hearings and makes findings and recommendations. The EEOC Office of Federal Operations makes final decisions on discrimination complaints that have been appealed. It also reviews, upon request, decisions on negotiated grievances and Merit Systems Protection Board (MSPB) appeals if they include issues of discrimination.

Equal Pay Act Complaint

The Equal Pay Act of 1963, 29 U.S.C. Section 206(d), amended the Fair Labor Standards Act, 29 U.S.C. Section 201, et seq., to prohibit discrimination on account of sex in the payment of wages. Administration and enforcement of the Act is the responsibility of the EEOC. Federal Sector Equal Pay Act complaints are administratively processed like Title VII complaints. However, complainants in Equal Pay Act cases are notified of the statute of limitations of two years, or three years for willful violation, and of the right to file directly in Federal district court without first providing notice to the Commission or exhausting administrative remedies.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

Final Agency Decision

A decision, with or without a hearing, of an agency on a complaint of employment discrimination.

Fiscal Year

The reporting period from October 1 of one calendar year to September 30 of the following calendar year.

Formal Complaint

A written complaint filed under 29 CFR Part 1614, alleging that a specific act of discrimination or reprisal has taken place that is personal to the individual.

Hispanic

A denomination of national origin referring to persons of Puerto Rican, Mexican, Cuban, Central of South American, or other Spanish culture or origin regardless of race. Does not include persons of Portuguese culture or origin.

Informal Complaint

A matter of alleged discrimination which an aggrieved person brings to the attention of an EEO counselor before a formal discrimination complaint is filed.

Informal Resolution

An agreement arrived at during the pre-complaint or informal complaint process which resolves issues raised to the satisfaction of the complainant or agent and the agency.

Investigation

An official review or inquiry, by persons authorized to conduct such inquiries or reviews, into matters raised in an equal employment opportunity complaint. The investigation process is non-adversarial. Therefore, the investigator is obligated to collect evidence regardless of the parties' positions with respect to the items of evidence.

Major Laboratories

Any organization serviced by the Area Offices in Las Vegas, Cincinnati, and Research Triangle Park.

Major Occupations

These are mission-related occupations or those positions with 100 or more employees.

Merit Systems Protection Board (MSPB)

The federal agency responsible for deciding appealable personnel actions and mixed case complaints.

Minorities

All persons classified as black (not of Hispanic origin), Hispanic, Asian, Pacific Islander, American Indian, or Alaskan Native.

Mixed Case Complaint

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

A complaint involving an action appealable to the MSPB which alleges that the action was taken because of discrimination. Actions appealable to the MSPB include but are not limited to removals, demotions, suspensions for more than 14 days, reductions-in-force, and furloughs for less than 30 days.

National Origin

A prohibited basis for discrimination. An individual's place of origin or her/his ancestor's place of origin, or the possession of physical, cultural, or linguistic characteristics of a national origin group.

Negotiated Grievance Procedure

A grievance procedure contained in a collective bargaining agreement negotiated between an agency and a recognized labor organization. An allegation of discrimination may be processed under a negotiated grievance procedure as provided for by Title 5 United States Code, Section 7121(b). Unless specifically excluded by agreement between labor and management, an employee may file an allegation of discrimination to be processed under a negotiated grievance procedure or Under 29 CFR Part 1614, but not both.

Occupational Categories

These are major occupational categories for white-collar and wage board pay systems. They are classified into the following six groups: Professional, Administrative, Technical, Clerical, Other, and Blue-Collar. The categories are referred to by the acronym PACTOB.

Onsite Review

An in-depth review of a recipient's EPA-assisted program and activities when the Agency has reason to believe that the recipient is engaging in illegal discriminatory practices which are contrary to conditions in the award.

Program Office

Any operating component of Headquarters (Assistant and Associate Administrators, the General Counsel, the Inspector General, the Chief Financial Officer, and Directors of Headquarters Staff Offices that report to the Administrator).

Race/National Origin

A prohibited basis for discrimination. For EEO program planning and monitoring purposes, the EEOC defined the categories by which all persons may be identified:

- a. Black (not of Hispanic origin). A person having origins in any of the black racial groups of Africa. Does not include Hispanics (see b., below).
- b. Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. Does not include persons of Portuguese culture or origin.
- c. Asian or Pacific Islander. A person having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

d. American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

e. White (not of Hispanic origin). A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include Hispanics (see b., above). Also includes persons not included in other categories.

Reasonable Accommodation

A change or adjustment to a job or work site that makes it possible for an otherwise qualified employee with disabilities to perform the essential functions of a position. This may include, but not be limited to

- (1) making facilities readily accessible to and usable by persons with disabilities
- (2) job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, the provision of readers and interpreters, and other similar actions.

Religion

Religious beliefs and moral or ethical beliefs as to what is right and wrong that are sincerely held with the strength of religious views.

Representative

A person selected and designated by an aggrieved person or a complainant, the class agent, or a witness in the matter. The representative may accompany, represent, and advise the complainant, the agent, or the witness at any stage of the complaint process.

Reprisal

Unlawful restraint, coercion or discrimination against complainants, their representatives, witnesses, directors of EEO, EEO staff, investigators, counselors and other agency officials with responsibility for processing EEO discrimination complaints during any stage in the presentation and processing of the complaint, including the pre-complaint process, or because of opposition to any action believed to constitute an unlawful EEO practice.

Sexual Harassment

A prohibited form of discrimination. Sexual harassment violates acceptable standards of conduct required of all employees, applicants, and persons conducting business with the EPA and interferes with the Agency's ability to accomplish its mission effectively and efficiently. Any instances of such conduct will be dealt with swiftly. Sexual harassment is defined as -

- (1) influencing, offering to influence, or threatening the career, pay, or job of another person- woman or man - in exchange for sexual favors; or

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

(2) deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a work or duty-related environment.

Special Emphasis Program (SEP)

Program established as integral parts of the overall equal opportunity program to enhance the employment, training, and advancement of a particular minority group, women, or people with disabilities.

Special Observance Activity

Agency-sponsored ethnic or cultural activity conducted to add additional substance and enhance the visibility of the Federal Women's Program, Hispanic Employment Program, Black Employment Program, American Indian Employment Program, and Asian/Pacific Islander Employment Program. Annual observances further employee equal employment opportunity training by providing participants an opportunity to familiarize themselves with the contributions, cultural history, and ethnic traditions of the EPA's diverse work force population.

Under representation

This situation occurs when an AEP group constitutes a smaller percentage of a given occupation, occupational category, or grade level, in proportion to the group's percentage representation on the applicable CLF. Severe under representation manifests itself when an AEP group is absent from an employment category.

White

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include Hispanics. Also includes persons not included in other categories.